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ABSTRACT

This two-volume resource guide to the major employers of Indiana County, Pennsylvania, serves as a model for similar guides that could be replicated. The guidance staff of the local school district visited the firms and surveyed them on five points: (1) a description of the firm and the nature of its work; (2) training, other qualifications, and advancement; (3) employment outlook; (4) earnings and working conditions; and (5) other information of interest to the local school district students. Additional information in the appendices supplies a sample Pennsylvania state employment application and civil service performance evaluation report, and a community audit by the electric company provides a detailed regional labor market analysis with additional facts and civic data. (LJS)

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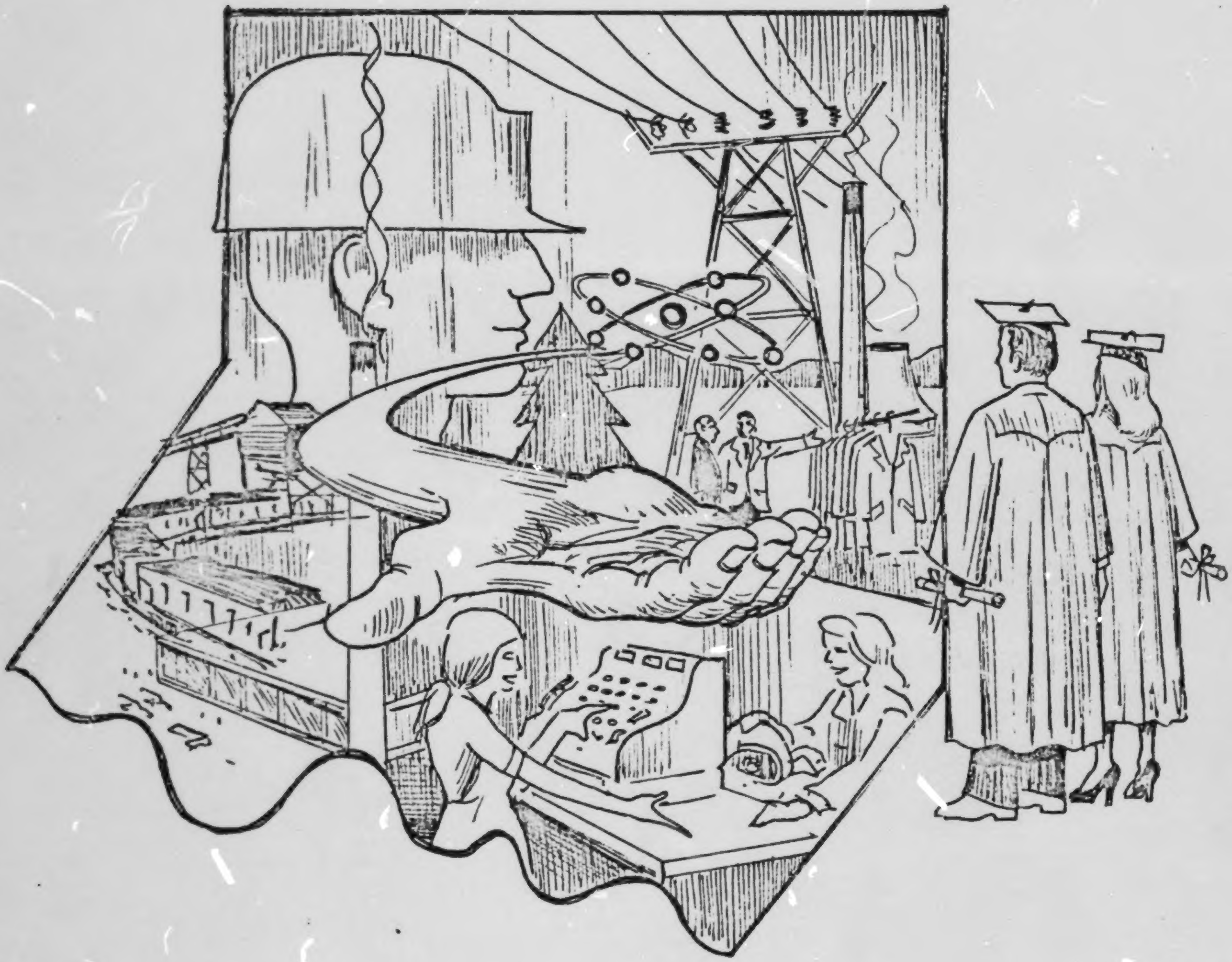

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IN INDIANA COUNTY

VOLUME I

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1977

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FOREWORD

During the summer of 1976 Dr. David Laird, Mrs. Ruth Stacy, and I met with Mr. Charles Jones, Executive Director of the Indiana County Chamber of Commerce, to finalize plans for counselors to visit area firms and to gather information to be shared with faculty, parents, and students of the Indiana Area School District. The information gathered is to provide students with a basis for a better understanding of the world of work in their own community and to assist them in making appropriate and more informed career decisions.

The Indiana County Chamber of Commerce cooperated fully in making arrangements with area firms for the visitations. The Indiana County firms were cordial and helpful. A number of the firms provided plant tours and information booklets for later use. Reception was excellent. The cooperation of participating firms is appreciated.

Therefore, this booklet represents the compilation of information gathered through visitations of guidance personnel of the Indiana Area School District. For their contribution I wish to extend my appreciation to Mrs. Susan Allan, Mr. Lee Edwards, Mr. Richard Hagele, Mrs. Donna Lindstrom, Mrs. Peggy Lunardini, Mr. Bernard McQuown, Miss Nancy Phillips, Mr. Charles Stewart, and Mrs. Concetta Stewart, Guidance Counselors, and to Mrs. Ruth Stacy, Supervisor of Guidance Services.

Robert P. Martin
District Superintendent
Indiana Area School District

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Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation

Occupational Information

Firm Visited and Person Interviewed:

Beckwith Machinery
South 13th Street Extension
Indiana, Pennsylvania

Mr. James Woodle
Plant Manager

Persons Making the Visit:

Mr. Bernard McQuown, Counselor
Mr. Charles Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

December 10, 1976

Firm Description and Nature of the Work:

Beckwith Machinery is a unique family owned company. The Indiana branch, which began in 1975, is an operation that completely rebuilds Caterpillar equipment. The main office is located in Murrysville, with five additional western Pennsylvania branches in Somerset, Altoona, Erie, Clearfield, and Bradford.

The Indiana branch has no sales operation. The plant is attractive, modern in every respect, and an organized and clean operation.

Seventy-two workers are presently employed in the Indiana plant. Sixty-one of the workers are union employees while eleven are nonunion. Five of the seventy-two do clerical tasks. The Indiana plant has four shop foremen.

No regular part-time workers are hired. However, a worker might be employed during a sixty-day period in the summer.

Work at the plant may include heavy lifting. A physical examination is required. The firm uses the Job Service of the Bureau of Employment Security to hire as well as accepting walk-in applicants at the plant office.

Plant work requires mechanical ability since most of the employees are mechanics who rebuild engines and transmissions for earth moving equipment.

Training, Other Qualifications, and Advancement:

Educational requirements are not specific; however, high school graduates and those with mechanical ability are preferred. Beckwith administers a mechanical aptitude test. Applications are completed and interviews conducted prior to hiring.

There is a sixty-day probationary period. During that time, the new worker is observed and assisted in his training. After the probationary period has passed, the worker joins the union of operating engineers. Promptness and good attendance are important worker assets.

Advancement in the plant is made through the job bidding system. There are three classes of workers as follows:

Class I - Assembler who builds the final unit

Class II - Direct mechanical who does a similar job each day, such as work on a piston

Class III - Light unskilled, such as cleaners, shippers, and common laborers

The firm has a complete training department and teaching staff. All training programs are paid for by the company. No matter what the background of a new employee may be, the worker must be trained on the job due to the complexity of the work. It takes at least five years to be fully trained.

Workers may be sent to schools any place selected by the company, and training is paid for by the firm. There are three working shifts: 7:00 a.m. to 3:30 p.m., 3:30 p.m. to 12:00 midnight, and 11:30 p.m. to 7:30 a.m. (skeleton shift).

Employment Outlook:

The plant manager described future employment needs as a possible eighty workers in a two year period if the coal business continues, since the coal industry depends on earth moving equipment.

At the present time, there is a backlog of applications.

Turnover of workers is very low.

Earnings and Working Conditions:

Worker wages range between $3.00 and $7.50 per hour. There is no cost of living contract clause. Beckwith Machinery offers a number of fringe benefits including ten paid holidays, thirty days maximum vacation, a profit sharing plan, life insurance, paycheck protection, and bereavement benefits. The cleaning of work clothes is provided by the company! Hard-toed shoes are required, and to encourage workers in safety consciousness, shoes are bought for those who have a safe year.

The Operating Engineers Union has a closed shop and a three year contract. Workers move up by job bidding. Seniority and work quality are important to advancement.

Occasionally a college student is hired for a sixty-day period.

Other Information of Interest to Indiana Area School District Students:

Ninety percent of the Beckwith workers are from the Indiana area. A few workers travel into the area.

Beckwith is an interesting environment for the mechanically inclined, ambitious, punctual, and physically fit worker! Workers should be willing to start at the bottom and work through the ranks.

The computer is used for sending and receiving plant information.

The Indiana plant is not a sales operation. Beckwith rebuilds Caterpillar tractor engines, transmissions, and torque convertors. The complete operation is done at the plant. Beckwith's operation here in Indiana is unique in the world.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation

Occupational Information

Firm Visited and Person Interviewed:

Bell of Pennsylvania
Church Street
Indiana, Pennsylvania

Mr. Robert Kunkle
Manager

Persons Making the Visit:

Mr. Richard Hagele, Counselor
Mrs. Connie Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

October 29, 1976

Firm Description and Nature of the Work:

The Indiana business office of Bell of Pennsylvania is attractive, modern and centrally located. According to Mr. Kunkle, the Indiana firm currently has one hundred employees. Part-time and summer employees are not hired. Vacancies, generally based on retirement, are easily filled.

An excellent brochure describes in detail the various job categories and includes the minimum weekly starting wage. The brochure is available from the Indiana Area School District guidance office along with an employment application.

Mr. Kunkle explained that Bell offers employees more job security than ever before. Bell of Pennsylvania is an affirmative, equal opportunity employer that is regularly checked by the Federal government. The company hires the handicapped.

Training, Other Qualifications, and Advancement:

Certain jobs within Bell of Pennsylvania require physical examinations. One must be in good physical condition for outside work such as climbing poles.

High school grades, high school attendance, and a good job attitude are important entrance requirements. All employees must pay union dues whether or not they become a union member.

A high school education or Grade Equivalency Diploma is basic to entry with Bell of Pennsylvania. However, there is opportunity for advancement if educated in the engineering or business management fields. The company hires directly out of high school or college.

Office employees are rated once a year based on: (1) service (how you talk on the phone); (2) collections (handling services); (3) productivity (work coefficient based); and (4) sales. The higher rated employees will be selected first for advancement. Advancement is done from within the company. An employee may have two requests in at a time for advancement.

Mr. Kunkle, manager of the Indiana Bell of Pennsylvania office, said that the company conducts its own vocational training program with developed procedures and specifications. After employment, employees may obtain up to three-fourths of tuition expenses for taking appropriate courses.

All office personnel participate in a nine week intensive training program. Follow-up is made on the job after two weeks of the training program. Safety is stressed, and Bell is proud of its low injury record.

Employment Outlook:

Very little hiring has been done at Bell of Pennsylvania since 1973, and the future holds a similar picture as automation increases and the high quality of materials results in few equipment failures or replacement.

The main problems in management today include getting the best work from employees and keeping morale high.

All jobs have job descriptions which are computerized. There is presently a backlog of applications. Three thousand jobs in Pennsylvania were lost due to automation.

Earnings and Working Conditions:

Bell of Pennsylvania is a share owner with three million people owning stock. A person does not have to be an employee to purchase stock in this company.

The Indiana office does not employ seasonal workers.

Bell of Pennsylvania has a number of job fringe benefits including: (1) hospitalization (Blue Cross/Blue Shield); (2) major dental plan; (3) group life insurance plan; (4) retirement plan; (5) vacation--after six months, one week; after two years, two weeks; after ten years, three weeks; after fifteen years, four weeks; after twenty-five years, five weeks.

Workers have a seven and one-half hour day. Switchmen and cable splicers are highest paid workers. A PBX installer's salary will range from $150.00 to $300.00 per week.

A cost of living clause is part of the contract, and every six months adjustments are made until the top rate is reached in about five or six years. Union dues cost from $50.00 to $100.00 annually.

Other Information of Interest to Indiana Area School District Students:

Workers are obtained from Indiana County.

Scholarships are not given.

The Greensburg office receives all job applications and makes all potential employee contacts.

Be sure to study the Bell of Pennsylvania booklet on job opportunities before making application.

See the Indiana Area School District counselor for further information.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation

Occupational Information

Firm Visited and Person Interviewed:

Brody Brothers
Philadelphia and Seventh Streets
Indiana, Pennsylvania

Mr. Ted Sendry
Personnel Manager

Persons Making the Visit:

Miss Nancy Phillips, Counselor
Mr. Charles Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

September 17, 1976

Firm Description and Nature of the Work:

Brody's is a family owned business. The firm presently employs one hundred to one hundred fifteen persons. Additional persons, up to one hundred, are employed during the Christmas season. Brody's has shown considerable growth at an advantageous location in the center of Indiana. A recent expansion in the present building has been completed.

There are a variety of jobs within the department store. The office manager interviews job applicants and manages eight to twelve general and specialized office positions. Salespersons, stock persons, and department supervisors (buyers) make up the largest visible employment in Brody's. Behind the scenes is the staff managing the shipping and receiving departments. This centralized staff of eight to twelve persons checks in goods for the various departments. Maintenance personnel keep the store in constant operable condition.

Training, Other Qualifications, and Advancement:

Mr. Sendry, personnel manager, tries to employ the "best in the market," preferring but not requiring a high school education. Candidates complete an application form and are not required to take formal tests. Level of maturity, attitude and initiative are important in the job interview. The nature of the customer at Brody's indicates a need for hiring different age groups. At the moment, an abundance of applications are on file.

Department heads are sometimes used for the job interview. A resume is helpful. Applicants should dress carefully for the job interview.

A neat appearance, satisfaction in serving the public, common sense, and initiative are the criteria for job success at Brody's. On the job training is the method used for most of the jobs. Key employees may be sent to conventions and conferences to improve their knowledge and skills. At Christmas time, some brief formal training is given to new employees. Each office worker is supervised and trained individually.

Employment Outlook:

Advancement is limited below the managerial level, but department head positions can be achieved through hard work and training.

Earnings and Working Conditions:

Fringe benefits consist of a week's vacation after one year, two weeks after two years, three weeks after ten years, and one month after twenty years. Blue Cross and Blue Shield are provided after one year's full-time employment.

The starting wage is $2.30 per hour. A special intern program with Indiana University of Pennsylvania pays interns eighty-five percent of the minimum wage.

There is no cost of living contract or plan for pay increments.

Seasonal workers are employed at Christmas, Easter, and during the one-half price sale in July.

Other Information of Interest to Indiana Area School District Students:

Most workers are local residents. About twenty-five percent are college students.

Brody's awards $100.00 to the number one ranking student in the Junior class at the Indiana Area Senior High School each year. There are no other specific scholarships given.

The personnel manager is seeking persons with shorthand proficiency.

No particular high school program is necessary for entry positions.

There is an opportunity to learn the total store operation due to on the job training methods used by the firm.

Applicants should have knowledge of basic mathematics.

Some employees have failed because they do not like to meet the public and have trouble communicating.

Appearance is important in the job interview.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Coratomic, Inc.
Old Route 119 South
Indiana, Pennsylvania

Mr. Charles Rood, Vice President
Mr. Murray Varner, Consultant

Persons Making the Visit:

Mr. Charles Stewart, Counselor
Mrs. Connie Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

December 16, 1976

Firm Description and Nature of the Work:

Coratomic, Inc. is one of a select few companies in the United States that make pacers for regulating the heartbeat. The word Coratomic stands for "heart" and the "nuclear atom." Coratomic is the only company that makes its own atomic pacer battery. In fact, the entire pacer except for the electronic components are made and carefully tested under strict quality control at the Indiana plant.

Coratomic, Inc. is a stockholder-owned corporation employing sixty-four workers at present. The pacer patent idea originated in 1967. In October, 1974 the first implant was accomplished. As a result of this carefully engineered product, many persons are able to lead normal and fully active lives.

Training, Other Qualifications, and Advancement:

Workers for Coratomic, Inc. are not required to complete employment tests. Applications are completed and a resume is desirable. A general physical examination is required upon employment. Since there are a wide variety of jobs in the plant, educational requirements are varied, ranging from unskilled to highly skilled. Examples of jobs include: secretarial, clerical, salesperson, draftperson, welder, machinist, chemist, technician, maintenance personnel, accountant, inspector, and hydraulic press operator.

A background in chemistry, biology, and laboratory technology is of importance to many of the plant activities. Assembling the parts that make up each pacer requires finger dexterity. Knowledge of electronics is also helpful in some operations. Vocational-technical training can be valuable, such as in the use and knowledge of machinery. In many types of work activity, close tolerance is needed. Quality control is an essential part of each step in the entire operation. This suggests that persons should be highly motivated, competent, conscientious, and enthusiastic to work with this humane product.

Training is based upon the position held and is generally in-house training. Employees have an opportunity to learn other jobs in the plant and may be advanced.

Six area sales managers are assigned to territories according to population density. These are highly skilled persons who have been trained in hospitals with physicians and are able to understand all aspects of implementation of the pacer.

Employment Outlook:

The firm in Indiana anticipates continued growth and expansion in all facets of the work including research. Coratomic, Inc. has a clean environment, is growing rapidly, and will continue to expand.

As the plant grows, additional personnel for drafting, record keeping, and various other jobs will be needed.

Earnings and Working Conditions:

Employee fringe benefits include hospitalization (major medical), life insurance, two weeks' vacation after one year, merit review for salary increases, and accident insurance.

Wages paid workers are above the minimum wage. Salaries and wages are based upon experience, skills, background, and education. There is no cost of living contract nor union; however, there is an annual merit review for increases in lieu of a contract. Employees are rated at least once a year.

Other Information of Interest to Indiana Area School District Students:

Workers are obtained locally but may also be sought through certain news media such as The Wall Street Journal. Employees are also obtained through the Bureau of Employment Security Job Service and by referrals and recommendations.

Coratomic, Inc. does not employ seasonal workers nor give scholarships. They are a young industry.

Coratomic, Inc. produces a critical product requiring quality personnel who are willing to do an excellent job.

The firm makes its own atomic battery and presently produces two pacemaker models costing approximately $2,000.00 and $6,000.00.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Mr. Daniel Delaney
Attorney at Law
840 Philadelphia Street
Indiana, Pennsylvania

Mr. Daniel Delaney
Attorney at Law

Persons Making the Visit:

Mr. Lee Edwards, Counselor
Mr. Richard Hagele, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

October 1, 1976

Firm Description and Nature of the Work:

Although Mr. Delaney worked to pay his expenses in post-high school education, he would hope that students in colleges and trade schools would have available to them some outside financial assistance. He also suggested that youth learn how to meet and serve people by practical work experiences such as that gained by paper carriers.

The lawyer may choose to work hard, or he may choose to be unproductive. Mr. Delaney chose the hard work route and appears to be enjoying his occupation immensely. This was evidenced by the many incoming phone calls and by people waiting to see him as we left. Mr. Delaney was associated with another law firm in Indiana until he formed his own firm in 1975.

He stressed the importance of individual relationships with clients. Ethics are carefully followed. There is a confidential relationship between lawyer and client. The profession of the lawyer means willingness to work long hours. Late hours at home are sometimes necessary.

Mr. Delaney said that there were no "specialist" attorneys in Indiana County. Civil cases are common along with trespass and contract law cases. However, variety is predominent.

14 Mr. Daniel Delaney
Attorney at Law

Training, Other Qualifications, and Advancement:

Mr. Delaney feels that an undergraduate major in history is most desirable. Additional educational requirements for an attorney are the completion of law school and the passing of the bar examination.

Although it is no longer necessary, Mr. Delaney said that following a preceptor is desirable. A preceptor assists the young lawyer in the court setting.

Students in the Indiana Area School District should contact Mr. Delaney personally if they desire information regarding the field of law. He asserted that this mode of contact is very important.

Earnings and Working Conditions:

Malpractice insurance is necessary for a lawyer.

Mr. Delaney said that his biggest problem is deciding what fee to charge a client. Salaries of attorneys vary greatly, so that information is unavailable. However, the Occupational Outlook Handbook presents some salary information. This Handbook can be found in guidance offices in the Indiana Area Senior and Junior High Schools.

Other Information of Interest to Indiana Area School District Students:

Of special interest to the Indiana Area School District students is Mr. Delaney's willingness and desire to talk to the student firsthand and convey his interest and knowledge of the field directly to him.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

FMC Corporation Material Handling Equipment Division Homer City, Pa.	Mr. William Black Personnel Manager

Persons Making the Visit:	Date of Visitation:
Mr. Richard Hagele, Counselor Mrs. Connie Stewart, Counselor Mrs. Ruth Stacy, Supervisor of Guidance Services	December 3, 1976

Firm Description and Nature of the Work:

The Material Handling Equipment Division of FMC has two plants in the area, one in Blairsville and one in Homer City. Five hundred forty hourly workers are employed in these plants.

The plants produce a number of products involving material handling equipment. Originally the Corporation was a food machinery company but is now widely diversified.

Training, Other Qualifications, and Advancement:

Physical requirements vary with the job with heavy to moderate physical labor for certain workers.

FMC Corporation hires through the Job Service of the Bureau of Employment Security. A typing test is administered to clerical applicants by FMC.

The careful and accurate completion of the job application is very important to all applicants. A resume is useful for salary job applications.

High school graduates are preferred; however, the Grade Equivalency Diploma is accepted. The firm actively recruits at Penn State University,

University of Pittsburgh, and Carnegie Mellon University. Mechanical, industrial, and electrical engineers are most sought.

Advancement opportunities can occur from any division through the ranks by job bidding. The salaried position advancement is based on qualifications and job performance.

FMC has their own training program for welders. They also train for many positions on the job and through in-service sessions. They send personnel to seminars, training schools and in-plant sessions depending on the particular requirements needed.

Employment Outlook:

The MHE Division hires people in the summer depending upon conditions. These summer employees are those intending to go to college or are college students.

There is a low turnover of employees. Approximately thirty percent of the work force are women. The workers stay with the firm and average about fifteen years of work for FMC.

Earnings and Working Conditions:

FMC provides employees with a number of fringe benefits including group hospitalization, short and long term disability plans, a pension plan, life insurance, vacations, and paid holidays.

The starting wage at FMC in the lowest labor grade is $3.74 per hour. Clerical workers average $500.00 per month initially and draftsmen earn between $700.00 and $800.00 per month. Engineers average approximately $10,000.00 to $12,000.00 in initial annual salaries.

Other Information of Interest to Indiana Area School District Students:

Almost all of the hourly workers come from Indiana County. A few of the salaried workers are commuters.

Syntron Foundation Scholarships are widely known and appreciated by recipients. They are available through the Financial Aid Office at Indiana University of Pennsylvania for residents of Indiana County. Other scholarships based on PSAT results are awarded by the FMC Corporation to children of employees.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

First Federal Savings & Loan Association 935 Philadelphia Street Indiana, Pennsylvania	Mr. John W. Ogden Manager

Persons Making the Visit:	Date of Visitation:
Mr. Lee Edwards, Counselor Mr. Richard Hagele, Counselor Mrs. Ruth Stacy, Supervisor of Guidance Services	October 1, 1977

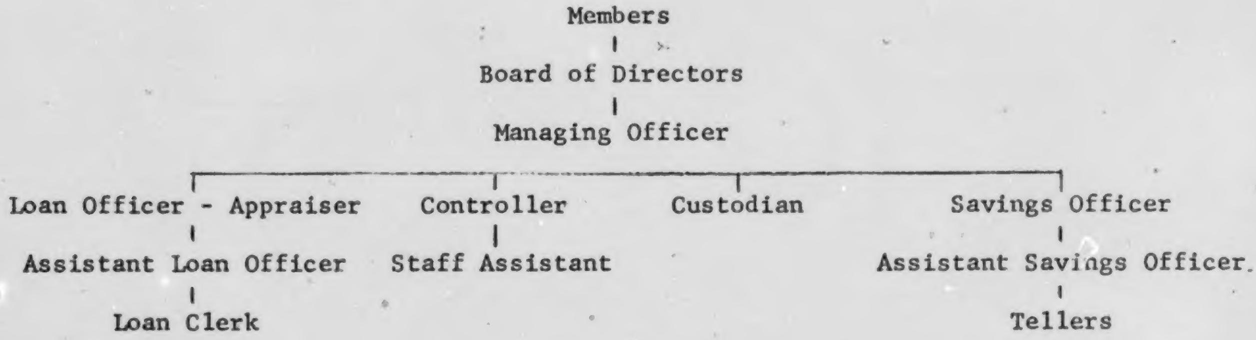
Firm Description and Nature of the Work:

First Federal is housed in a contemporary, tastefully decorated and landscaped building. Major activities of the firm take place on the first level. A customer drive-in window is located on one side and a customer parking lot can be seen at the rear of the building.

The lower level has offices that are used for storage and rental. In addition, a clean and modern lunchroom is available for employee use.

The major part of the interview took place in the Board of Directors' room.

Mr. Ogden explained the basic organizational structure of the firm. The firm is a close knit group and employees who are hired generally stay, resulting in little turnover. An organizational chart follows:



At the present time, there are fifteen employees--five males and ten females.

Members of the firm elect a Board of Directors. Mr. Ogden manages the total operation and makes recommendations to the Board of Directors.

Training, Other Qualifications, and Advancement:

Top level positions are screened through Dr. George Stouffer at Indiana University of Pennsylvania. He uses a battery of tests, such as the California Test, Knerdron, or Iowa Vocabulary Test. Graphs and a narrative for each candidate are developed. This approach has been satisfactory for screening for top level positions.

Employees begin work on a permanent basis. Courses taken that apply to the job are paid for by the Savings & Loan.

The uniqueness of the business requires training on the job. Such training provides the opportunities for promotion. The ability to deal amicably with the public is extremely important.

Employment Outlook:

Most of the present employees are "working mothers." Mr. Ogden finds them very dependable and has had less turnover than with high school graduates. Preference is given to an employee who desires to stay and make a commitment to learn about savings institutions.

Workers are obtained from the local area including Indiana University of Pennsylvania.

Business has been excellent in this firm. Its business is to "buy and sell money." The result has been doubled growth within a four year period to $48,000,000.00.

Earnings and Working Conditions:

The atmosphere is clean and air conditioned, with no requirement for heavy lifting or handling. An example of work typical to this company is found in the loan department where personnel interview and write applications for property appraisals and letters of commitment. There is "lots of paper work."

Starting salaries average $400.00 per month. The employee is evaluated at the end of six months for permanent status. At this point, encouragement and some monetary raise is always given. After that, the employee has an annual review of salaries. This is presented to the Board of Directors. Although there is no cost of living contract, effort is made to keep abreast of inflation through the annual review.

Fringe benefits include all Federal holidays, Blue Cross/Blue Shield Major Medical, an employer-paid pension plan, and life insurance one and one-half times the annual salary of the employee. There is job security at First Federal.

Mr. Ogden maintains close supervision and contact by means of weekly employee meetings.

Other Information of Interest to Indiana Area School District Students:

The policy of the Board of Directors is to have no part-time workers.

Typing and filing are required skills.

Composition skills are important, including spelling skills.

Mental arithmetic is important, including familiarity with the decimal system.

Dependability and reliability are expected by the employer.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Persons Interviewed:

Fisher Scientific Company 1510 Wayne Avenue Indiana, Pa.	Mr. John Crupi Assistant Personnel Manager Mr. William Balint Assistant Plant Manager

Persons Making the Visit:	Date of Visitation:
Mr. Bernard McQuown, Counselor Mrs. Connie Stewart, Counselor Mrs. Ruth Stacy, Supervisor of Guidance Services	October 8, 1976

Firm Description and Nature of the Work:

Fisher Scientific Company has two divisions in the Indiana firm:

(1) Instrument.

(2) Contempra. This division makes furniture for offices, hospitals, churches, and similar settings.

The administrative company headquarters are located in Pittsburgh.

The Indiana firm presently employs three hundred ninety-two to four hundred workers excluding approximately nineteen salesmen. While an expansion of the firm in 1975 resulted in additional employment, none is planned for the future.

The Fisher plant environment is clean and modern. The majority of the office workers are thirty years of age or younger. The breakdown of workers includes approximately two hundred forty to two hundred seventy shop laborers, one hundred office workers, seventy foremen, and nine management staff employees.

Training, Other Qualifications, and Advancement:

Physical requirements of the various plant jobs do not involve heavy labor but may require standing, moving delicate instruments, and operating machinery. Physical exertion plays a small part in most of the worker tasks.

There are no entrance tests. The applicant should provide a resume. The job interview is utilized extensively prior to selection.

Few high school graduates are hired for secretarial positions without prior successful employment experience.

Lower skill level employees such as shop workers are usually trained on the job. All other employees are trained or have had experience before assuming job responsibilities at Fisher. When an opening exists, shop employees may bid for the position based upon seniority.

Earnings and Working Conditions:

Salaries and wages at Fisher are highly competitive. The employment climate results in very little turnover and few vacancies.

Starting laborers begin at the minimum wage plus 30¢ to 40¢ per hour. Fisher does not have a cost of living contract, but adjustments are made by increments in agreement with the union.

There are no seasonal workers employed at Fisher due to the stability and nature of the jobs.

There are twelve paid holidays and twelve vacation days. Employees who need safety glasses will have their examination and lens paid for by the company. Blue Cross and Blue Shield hospitalization coverage is provided lower paid groups, while higher paid groups receive Aetna policies. The first $8,000.00 of life insurance is free to workers, and they may choose to purchase more insurance. Fisher has a retirement plan for employees who work longer than one year in the company. The plan may be dropped and then reinstated.

Seventy-five percent of the tuition is paid by Fisher for an A or B grade in college graduate courses. Undergraduate study must relate to current employment at Fisher or enlarge upon the abilities of the individual.

Workers may participate in a credit union after six months at Fisher. Fisher also offers a stock purchase program with no commission charge.

The pay scale at Fisher as presented below is high when compared to other area firms.

Chart for Office Workers

Grade I - Service employees (cafeteria, dishwashers) - $2.70 per hour

Grade II - Clerk-typist, print room operator (blueprints) - high school graduate

Grade III - Switchboard operator (3) - $130.00 per week. On the job training

Grade IV - Purchasing Clerk - ordering and buying

Grade V - Cafeteria Cook - $150.00 per week

Grade VI - Order Service Clerk and Lab Technician - one year college with chemistry, etc. (from CFD - process, check stock, filing)

Grade VII - Estimators and three secretaries (dictation, etc.) - $140.00 to $190.00 per week. (Business school or work experience required)

Grade VIII - Assistant buyers, schedulers, data processing clerk - $185.00 to $200.00 per week. Inventory auditor - check parts

Grade IX - Chief order service clerk, personnel secretary, cost accountant - $160.00 to $230.00 per week.

Grade X - (None in grade)

Technicians - Technical schooling

Chart for Plant Workers

NOTE: Job openings are posted and bid on.

Grade IX - Castaloy Workers - assembly of parts - $4.05 per hour

Grade VIII - Production Worker and Janitor - $4.26 per hour

Grade VII - Utility Worker - (shipping, receiving) $4.47 per hour
Tool Cribb Att. - (packing)
Walls Strippit Operator - (machine press operator)
Production Furniture Worker (assembling)
Maintenance Repair Helper
Packer
Painter's Helper
Store Keeper's Helper

Grade VI - Weight Adjustor $4.68 per hour
Shearer Operator
Material Finisher
Spot and Electric Welder
Whistler Die Operator (punch press)

Grade V - Assistant Inspector - $4.79 per hour

Tap Controlled Turret Lathe - $4.84 per hour

Punch Press Operator $4.89 per hour
Store Keeper
Maintenance Worker
Warehouse Worker
Spot and Heliarc Worker

Grade IV - Wt. and Machine Worker $5.10 per hour
Welder Comb.
Shipper and Receiver
Inspector
Sheet Metal Worker
Painter
Drill Press Operator
Resin Prod. Operator

Grade III - Wiring Assembler $5.31 per hour
Mechanical Assembler
Lathe Operator
Milling Machine Operator
Master Inspector

Grade II	- Tool Room Machinist Maintenance Repairman Screw Machine Operator	$5.52 per hour
Grade I	- Tool and Die Maker	$5.73 per hour

A technical worker is encouraged to get a degree. Beginning salary for a technical worker is $150.00 per week. Fisher has two grade levels of draftsmen.

Other Information of Interest to Indiana Area School District Students:

Most of the workers are obtained from the Indiana area. The company uses the services of the Bureau of Employment Security to post all employment opportunities. Fisher Scientific Company is an affirmative action employer and complies with Federal regulations dealing with nondiscrimination in hiring practices. Also, it is an Equal Opportunity Employer and is checked by the United States Government regularly to see if there are women and minorities employed.

Scholarships are awarded annually to sons and daughters of two Fisher employees. Candidates include those applying from all Fisher plants. The scholarship is competitive and is based upon SAT scores, interviews, and other data supplied by request. Indiana Area High School has had scholarship recipients in the past. The scholarship is $2,000.00 per year and covers three years of undergraduate education. A brochure is available from the Indiana Area School District guidance office.

All jobs have job descriptions. The lowest paid floor job receives $4.05 per hour. There is a preference to initially assign new workers to a person with some training.

There is no union for office personnel.

Job applicants should dress appropriately for the interview.

At the present time, there is a backlog in job applications.

Heads of departments have "group leaders." The majority of openings materialize in lower grade jobs.

Fisher Scientific Company maintains nineteen branches in the United States, Canada, and Europe.

High school graduates are more likely to be hired in office positions.

Indiana Area School Dis
Indiana, Pa.

Summary of Indiana County Firm Vi
Occupational Information

Firm Visited and Person Interviewed:

Indiana Evening Gazette
Ninth and Water Streets
Indiana, Pa.

Mr. William Hastings
Mr. William Ewen

Persons Making the Visit:

Mrs. Peggy Lunardini, Counselor
Mr. Bernard McQuown, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

September 27, 1976

Firm Description and Nature of the Work:

A family owned (the Ray family) daily newspaper, the *Indiana Evening Gazette* is a growing firm with 124 employees, not including delivery boys. In addition to the attractive modern Indiana office, branch offices are located in Punxsutawney, Reynoldsville, and Brockway. The Indiana paper also contracts for the Indiana University of Pennsylvania *PENN* and completes composition and printing for the *Greensburg Catholic Accent* weekly newspaper. The newspaper is affiliated with the Associated Press. The firm does not have a union but is an "open shop."

The whole operation can be seen by moving from the *business* office to the *advertising* department, *newsroom*, *production* and *composition* areas, *camera* room, *press* room and out to the *circulation* and *distribution* area. Carriers who deliver papers number 225 while there are 22 drivers. Students interested should contact the circulation manager.

The newspaper uses a variety of machines to complete many tasks formerly done manually. A digital computer and O.C.R. (electronic scanner) are two of a number of machines varying in complexity and operation. A machine operator with knowledge of basic electronic technology is an asset to a machine oriented firm.

Training, Other Qualifications, and Advancement:

Although the Grade Equivalency Diploma is accepted, the high school diploma is the basis for employment except in the advertising and newsrooms. Most of the training is done on the job or before individuals are hired.

In the newsroom, the desirable prerequisite is a Bachelor's Degree in Journalism with exposure to yearbook, college and high school newspaper, and other related newspaper experience. A Bachelor's Degree in Marketing or Business is needed for employment in the advertising department. Typing is a skill needed by most of the employees of the Indiana Evening Gazette. Employees in the general business office need a knowledge of general bookkeeping and business machine operations. Excellent spelling skills are a necessity in the total newspaper operation.

This newspaper is a close knit organization, so willing, hard workers with initiative and positive work attitudes can work up through the ranks. A review system for advancement is currently being studied.

Employment Outlook:

Future employment needs include replacements for persons retiring. The median age of present employees is 30. There are no new positions anticipated at the present time, and the future will probably involve jobs that are less manual, as machines continue to be added. However, persons with sales and advertising strengths and experience as well as machine repairmen and technicians may be needed in the future.

Physical job requirements are minimal except for typing and some bundling of paper in the downstairs production area. Most of the work does not require physical strength.

Much competition exists for the jobs that open, so a year of experience on another paper can be an asset in gaining an entry position. Entry positions are seldom obtained through seasonal work.

Earnings and Working Conditions:

Employees have several fringe benefits including hospitalization, life insurance, profit sharing, personal days, and vacation (up to one month).

Starting wages or salaries are open and depend on the type of job and prior experience of the applicant. Typically, a reporter will earn $140.00 to $150.00 per week. The turnover of employees is "not great."

There is no actual cost of living contract clause, but an attempt is made to account for cost of living by the annual raise.

The Indiana Evening Gazette cooperates with Indiana Area High School's works program in front office work and pays the minimum wage.

Other Information of Interest to Indiana Area School District Students:

Workers are obtained from the local community or Indiana University of Pennsylvania.

Although scholarships are not given, the publishers contribute to one at Penn State University and on a six credit basis conduct a student intern program in the newsroom in cooperation with Indiana University of Pennsylvania. The paper employs three or four other Indiana University of Pennsylvania students on occasion.

Students of the Indiana Area School District should be aware of:

1. The importance of high school yearbook and newspaper experience.
2. The importance of spelling skills.
3. The anticipated change from manual to machine operation in these kinds of jobs.
4. The increasing need for sales and advertising expertise and technicians.
5. The importance that the "work ethic" is not outdated.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Indiana Sportswear Company
Route 119 South
Indiana, Pa.

Mr. Tony Furnari
Director of Manufacturing

Persons Making the Visit:

Mr. Bernard McQuown, Counselor
Mrs. Connie Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

November 15, 1976

Firm Description and Nature of the Work:

Indiana Sportswear Company is one of a number of plants in various parts of the country which are owned by the International Shoe Corporation. There is considerable pride in the plant located in Indiana. A number of top management persons have had their start in the Indiana plant. The plant is one of four that Mr. Furnari has the responsibility for operating.

The Indiana plant is in the process of hiring a plant manager. They have an assistant plant manager, six department heads, and eleven supervisors in managerial positions.

Employees work in eight hour shifts. The Indiana firm employs a minimum of three hundred fifty workers or a maximum of four hundred twenty-five including management. Seventy-five to eighty percent of the employees are women with a mean age of between twenty-eight and thirty. There is little part-time work with only four or five workers currently so employed.

The complete sportswear product is sewn at the company. A tour shows a clean and well lighted and ventilated environment. Huge bolts of cloth are shipped in, and the complete process from the blueprint of the garment to completion can be followed within the plant operation. Completed garments are shipped to a distribution center.

Training, Other Qualifications, and Advancement:

Mr. Furnari emphasized his willingness to hire the handicapped and to adjust the machine to the needs of the handicapped person. There are no physical job requirements although corrected vision and a sense of color are helpful.

There are no educational requirements for employment although education can become important in job advancement. Common sense and a positive work attitude are the main ingredients needed for job success. Workers need to be able to endure a certain amount of tension associated with the job.

The firm cooperates with the Bureau of Employment Security in hiring. Walk-ins are also given consideration. Job applicants are given a dexterity test and later interviewed by the personnel manager. Hiring employees upon high school graduation is a popular route.

Opportunities are good for advancement in managerial positions. The beginning job level is Expeditor. With ambition and work effort, a person can move up in the ranks.

No experience is necessary for employment, and training is essentially on the job. Advanced skill jobs can be learned by the employee on the job or he may be sent to a school in New York for further training. Designers generally come up through the ranks but may have attended a special school.

On the job worker training is done under the supervision of two training supervisors. It may take as long as a year for the development of an efficient worker.

Earnings and Working Conditions:

Fringe benefits include eight paid holidays, sick leave benefits, retirement, life insurance, medical plans, and a three week vacation after three years.

The starting wage is $2.30 and $2.55 per hour, depending upon job classification, with a program of increments. Machine work has incentive pay based upon production.

A cost of living contract was recently instituted.

Seasonal demands create high and low production periods, spring being the lightest period and summer and early fall requiring heavy production.

Other Information of Interest to Indiana Area School District Students:

Workers are obtained from the local geographical area.

Indiana Area School District students may get further information from their counselor.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

McCreary Tire and Rubber Company Indiana, Pennsylvania	Mr. Edward Yakelis Safety Director

Persons Making the Visit:

Mr. Richard Hagele, Counselor
Mr. Charles Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

October 8, 1976

Firm Description and Nature of the Work:

McCreary Tire & Rubber Company is located behind the Regency Mall and close to the Eisenhower Elementary School in Indiana, Pennsylvania. A pond outside the plant is both utilitarian and attractive.

The firm employs a total of six hundred sixty-nine workers; two hundred fifty are office employees while four hundred nineteen are United Rubber Workers union members. Fifty to sixty workers can be classified as clerical or secretarial.

Training, Other Qualifications, and Advancement:

Persons applying for work in the factory must hold the minimum of a G.E.D. or high school diploma and be eighteen years of age or older. Truckers' references are subjected to a stringent check.

A number of salaried jobs require education beyond the high school diploma. Examples are chemists, personnel workers, tire engineers, industrial engineers, accountants, and safety engineers.

McCrearys process job applications at the plant. They average one hundred applications per month. Applicants are tested extensively in reading and math skills. In some instances a psychologist from Indiana University of Pennsylvania is consulted in the review of test results. A pre-employment physical examination and a back X-ray are required. There is a ninety day probationary period for new employees.

Maintenance workers may work as many as seven [illegible] other factory employees generally have a six day work week. [illegible] in the factory may advance in their jobs through the process of job bidding.

Employment Outlook

McCrearys is a family owned growing corporation that presently ranks fourteenth in the production of tires in the United States. It has expanded during the past five years to add the manufacture of roll covers for steel mills. Fifty new employees may be hired over the next two years. Approximately seventy-five percent of these will be required to join the union, while the others will be salaried. There is no part-time or summer employment because too much training is necessary.

Earnings and Working Conditions:

After one year of experience, salaried employees may receive reimbursement for job related study. Life and health insurance is available to all employees and is described in detail in booklets available from the Indiana Area School District counselor. McCrearys has a pension plan based upon a formula that increases with years of service. There are presently nine paid holidays and the plant closes for a two week vacation. Workers may move from an hourly wage to salary, and according to Mr. Yakelis, Safety Director, there is considerable worker advancement.

Wages for a general laborer are $3.74 per hour for the first thirty days, $3.95 per hour for the next thirty days, and are $4.16 to $5.51 per hour at full scale.

Although there is no cost of living contract at McCrearys, many workers participate in an incentive plan which grants a one percent increase in pay for increased production.

McCrearys is a "closed shop," which means that after thirty-one days, factory workers must join the United Rubber Workers at the cost of approximately $10.00 per month.

Most of the plant jobs require a break period.

Other Information of Interest to Indiana Area School District Students:

Most of the workers for McCrearys live within a thirty-five mile radius of the firm. Salaried management may be employed from other firms or from out of state. Handicapped persons may be hired depending upon job requirements. Women work in the production area as well as in the office.

McCrearys recommends that applicants see the plant operation before making application. A chart of tire processing is available in the Indiana Area School District guidance office.

Appropriate dress for the interview along with a desire to work are recommended.

Applicants should have a resume and be prepared for acceptance or rejection after the job interview.

Absenteeism is the main company problem. An applicant's references and high school attendance records are checked.

Fifty words per minute in basic typing skill speed is needed.

Numerical and verbal skills are important.

Some of the work is physically demanding, dirty, and heavily odoriferous.

There are apprenticeship programs from within the company; for example, pipe fitter or electrician.

Most of the advancement is from within the company.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation

Occupational Information

Firm Visited and Person Interviewed:

A. F. Moreau & Sons, Inc.
1245 Wayne Avenue
Indiana, Pa.

Mr. George Moreau

Persons Making the Visit:

Mr. Bernard McQuown, Counselor
Mr. Charles Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

November 19, 1976

Firm Description and Nature of the Work:

The building firm of A. F. Moreau & Sons, Inc. was founded in 1895 and has continued to the present time as a family owned corporation. The owners serve as the Board of Directors.

Although the firm does small construction jobs like driveways, they prefer jobs that are larger, thus providing some margin of profit.

Moreau & Sons, Inc. have a retail store on the premises selling building supplies. Here two countermen-salesmen work. An outside man, provided with a company car, travels around the area selling Moreau's products.

The firm employs thirty to thirty-five workers full time while peak employment periods may include as many as one hundred thirty-five workers. The seasonal peak working period occurs during the summer.

The office force includes three women and an office manager. The office manager is a college graduate. Everyone is trained to do all office jobs. Moreau & Sons have their own Burroughs computer.

In discussing the nature of jobs in a firm, Mr. Moreau explained that the firm uses union labor. This means that physical, educational, and other requirements are determined in a large measure by the requirements of each union. Moreau & Sons employ carpenters, cement finishers, masons, teamsters (truck drivers), operating engineers, and laborers to complete many operations. Skilled hands are most important.

Training, Other Qualifications, and Advancement:

Workers can advance to become foremen and currently there are nine foremen at Moreau & Sons. There are three superintendents. The firm tries to promote from within.

Office workers receive additional training on the job while other workers are trained before they are hired.

Employment Outlook:

Expansion has occurred in the past and is anticipated in the future. A recent development is the addition of the advanced line of Star Metal Building Systems which offers a complete selection of pre-engineered designs for commercial and industrial application. Site preparation, design, construction, interior finishing, and financial assistance are provided.

Many employees work six or seven months out of the year. However, their income is considerably above the national median income. The number of workers grows when the weather is temperate.

Earnings and Working Conditions:

Fringe benefits for union employees include all the typical benefits of health and social security. Salaried employees have pension plans and receive a bonus annually based upon their efforts to achieve objectives in the firm.

Examples of wages paid hourly workers are as follows:

		Heavy Highway	Building
1.	General laborer	$[illegible].11 per hour	$ 8.20 per hour
2.	Cement finisher	$9.02 per hour	$10.05 per hour
3.	Carpenter	$9.27 per hour	$ 9.24 per hour
4.	Teamster	$7.89 per hour	$ 7.89 per hour

In addition, all receive fringe benefits.

Other Information of Interest to Indiana Area School District Students:

Key workers for Moreau & Sons are obtained from Indiana County. However, laborers are obtained from outlying areas such as Ridgway and St. Marys. Moreau & Sons use the services of Indiana University of Pennsylvania and the Bureau of Employment Security. Mr. Moreau is looking forward to the establishment of an area vocational-technical school to serve as a source for workers.

Scholarships are not given. Moreau & Sons, Inc. will send employees to seminars or related schools at company expense. They negotiate with the union and help to get their employees into apprenticeship programs.

Workers need to be technically skilled. Most jobs call for skill preparation and manual dexterity.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Musser Forests, Inc.
Route 119 North
Indiana, Pa.

Mr. Richard Bedger
Vice President
in Charge of Production

Persons Making the Visit:

Mr. Lee Edwards, Counselor
Miss Nancy Phillips, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

September 10, 1976

Firm Description and Nature of the Work:

Musser Forests, Inc. owns one hundred farms and employs one hundred seventy-five to two hundred workers during an average season. Many of these people are part-time employees and work evenings and Saturdays grading seedlings. At peak times, between October 20 and December 20 for example, as many as three hundred persons may be employed. Eighty percent of Mussers' business deals with products while twenty percent involves Christmas tree production and sales.

Mussers is a family owned corporation. Four family members serve on the Board of Directors. The secretary/treasurer of the Board, not a stockholder, is a Certified Public Accountant.

Mr. Bedger, a Penn State Forestry graduate, has an assistant who is a graduate of the University of Missouri forestry program. Mr. Bedger also employs a two year Forest Technology graduate of Penn State University who is learning to be a propagator by producing plants asexually. An associate degree graduate of Williamsport Junior College completes the professional staff.

Initial training can generally be accomplished within a day or two. Assignments to the shipping and packaging areas are made so that trainees can work with an experienced person.

Employment Outlook:

Employment needs are particularly heavy during the peak nursery seasons which are early spring and before Christmas. A need exists at the present time for working forepersons who can assume leadership over laborers. Persons showing initiative and a willingness to work hard can move up in the company by taking on the job training. There is also a need for persons trained in horticulture.

Seasonal part-time workers are an important part of this industry.

Earnings and Working Conditions:

A person with a four year degree in horticulture, or the equivalent in experience, is needed and could earn about $20,000.00 annually.

A person with an associate degree in horticulture or forestry would begin at a salary of approximately $7,700.00.

High school age workers are needed to trim trees from June 10 to August 15 and are paid $2.30 per hour. Even though protective gloves and leg guards are worn, there is some danger in this work because machetes are used for cutting.

All Christmas tree trimmers, laborers, and part-time secretaries receive a starting wage of $2.30 per hour.

Designated supervisors are paid $3.00 per hour and are given rent-free housing in the area.

Tractor drivers receive $2.50 to $3.00 per hour as a starting wage.

The company employs a man in a full-time position to serve as shipper and packer, twelve full-time secretaries who perform a wide variety of duties, six to eight men and six to eight women as working forepersons, a tractor-trailer truck driver, a full-time mechanic who works in the operation of the maintenance shop, and many general laborers.

Women and men are divided into different work areas since women do well in seedling planting and pulling while men are better at heavy weight lifting jobs.

Laborers are not unionized at Mussers. Pay increases are granted informally. There is no set schedule. A profit sharing plan is available for supervisors and other selected full-time personnel.

Training, Other Qualifications, and Advancement:

There are various physical requirements for laborers. These include the ability to lift heavy objects, adjust to changing temperatures, tolerate a dusty environment, and handle machinery. Field laborers work seven hour days. Longer hours cause fatigue which tends to result in accidents.

Approximately one third of the employees are high school or college graduates. However, a high school diploma is not a requirement at the entry-job level.

Job assignments are varied, particularly at entry level. They are made according to seasonal and locational need. A driver's license, trucker's license and bulldozer's license would be an advantage in securing a job assignment. Ability to operate a farm tractor and other machinery is useful.

Advancement opportunities to a foreperson position come from a demonstration of maturity, responsibility, and a willingness to work. Increases in wages and salaries are awarded on the basis of merit.

Other Information of Interest to Indiana Area School District Students:

Indiana Area School District students who enjoy manual labor in field conditions and can obtain working papers may apply directly to the office on site.

Mussers' workers are obtained from the northern section of Indiana County, the Eastern Orthodox Foundation, western Pennsylvania universities, and through walk-ins and newspaper advertisements.

Employment dates that can affect Indiana Area School District students are:

1.	Christmas tree cutting	October 20 - December 20	Boys--seventy to eighty needed
2.	Shipping and packing	March - May	Girls--5:00 P.M. to 9:00 P.M. and Saturdays
3.	Summer--potting plants	June - September	Boys and girls days/evenings

Scholarships are not given by Mussers. However, supervisors may attend association meetings throughout the country.

Of Interest to Faculty in the Indiana Area School District:

A slide presentation describing the nursery operation and related jobs is available for presentation to interested groups of students. For further information, please contact the school counselor.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Persons Interviewed:

Downtown Office National Bank of the Commonwealth Philadelphia and Sixth Streets Indiana, Pennsylvania	E. James Trimarchi, Executive Vice President and Cashier Diane L. Dunlap, Administrative Officer (our tour guide)

Persons Making the Visit:

Miss Nancy Phillips, Counselor
Mr. Charles Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

September 17, 1976

Firm Description and Nature of the Work:

Indiana houses the central headquarters or administrative offices of the National Bank of the Commonwealth. A total of two hundred sixty-five persons are employed at the fifteen branch offices and the administrative office. Thirty-nine persons are currently employed in the administration office. There are four divisions within the National Bank of the Commonwealth: commercial division, operations division, community banking division, and financial division. National Bank of the Commonwealth is one of the few banks that includes a separate Trust Department with related services.

Of prime importance to the bank are its office workers. Bank tellers stand on their feet for long hours. A teller should be neat and be able to type a minimum of thirty words per minute.

Women can be found in managerial positions.

A beginning bank clerk must take a basic high school general, business or academic course and have good English grades.

Secretaries must be adept in typing and shorthand and have high school and/or business school preparation. Machine operators need to have typing skills.

Carriers are used to [illegible] supplies.

Loan interviewers are [illegible], while the bank may hire outside collectors.

Training, Other Qualifications, and Advancement:

It takes approximately five years to become a bank trust officer. When employing bank administrators, recruiting is generally done through the ranks of employees. Employment may be obtained by written request to one of the four divisions or through outside agencies.

Persons interested in banking positions should prepare a resume, seek the person hiring for that department, and request an interview. English and communication grades are important. Continuous employment expansion has resulted in increased opportunity for young people.

A high school diploma is not required for entry positions but related training is desired. The screening interview is important. Some jobs require an accounting background. Creativity is important.

Job entry requirements vary with the position; however, the general ability to get along with others is vital. A college degree is preferred for accounting, marketing, auditing and management positions. In many situations, a good liberal arts background is as desirable as training in specific areas. An orientation to vocabulary is needed for computer programming. A test developed by Burroughs is used. The bank uses a 3400 Burroughs computer.

On the job training is provided by experienced personnel in all positions. The bank will pay for special training of employees where necessary; i.e., adult classes at the Indiana University of Pennsylvania or University of Pittsburgh.

Employment Outlook:

The National Bank of the Commonwealth is a rapidly growing and expanding bank that is locally based. All adjacent counties have branch offices except Armstrong County. Efforts are currently under way to open a branch office there.

The future looks solid for the bank with opportunity for advancement and growth in employment.

Earnings and Working Conditions:

Salaries and wages are reviewed every six months. Currently there are opportunities to advance through the ranks. Some example of wages/ salaries in some of the many kinds of jobs in the bank are:

File clerk - begin $2.30 per hour (minimum wage)

Bank teller - between $450.00 to $700.00 per month

Carrier - between $450.00 to $700.00 per month, plus car supplied

Fringe benefits include a cost of living index for retirement, disability insurance, vacations accumulating to three weeks after ten years of service, leaves of absence, major health/medical hospitalization, life insurance, and payment of dues in community organizations.

There is no employment of seasonal workers.

Other Information of Interest to Indiana Area School District Students:

Workers are obtained from the Indiana area for the central offices and the surrounding areas for branch offices.

Scholarships are not available at the present time.

National Bank of the Commonwealth is a computerized, fast growing establishment where women are being hired for managerial positions. They sometimes hire a few part-time high school students. Business school graduates are usually best prepared for secretarial positions.

Communication skills, adaptability to situations with people, creativity, and sense of numbers are the major needs for job success.

NOTE: Mrs. McCoy, Indiana Area School District work experience coordinator, contacts the National Bank of the Commonwealth for possible work/experience placement of students.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Penn Furniture Company
574 Philadelphia Street
Indiana, Pennsylvania

Mr. J. M. O'Keefe
Manager

Persons Making the Visit:

Mrs. Susan Allan, Counselor
Mrs. Donna Lindstrom, Counselor
Miss Nancy Phillips, Counselor

Date of Visitation:

October 28, 1976

Firm Description and Nature of the Work:

The Penn Furniture Company in Indiana has twenty-four full-time employees, excluding delivery personnel. There is no seasonal employment and only one part-time position (two days per week). The company does employ veterans.

Training, Other Qualifications, and Advancement:

A general education and good health are required. A high school diploma is preferred. Handicapped people are eligible for employment. No entrance examination, special certification, nor union membership is required.

An application is kept for one year. A resume is considered helpful. Experience is not necessary, but personal references are valuable.

Opportunities for advancement are not expected in a small operation. There is financial advancement by pay raises. If key personnel are lost, others advance through the ranks. Penn Furniture provides on the job training.

Earnings and Working Conditions:

Fringe benefits consist of partial payment by the company of Blue Cross/Blue Shield, full payment of retirement, full pay for unlimited sick leave; a $1,000.00 life insurance policy; paid vacations of one week after one year, two weeks after two years, and three weeks maximum after ten years.

An employee can draw up to one hundred percent of his weekly salary in commission. A secretary's starting salary is the minimum wage, currently $2.30 per hour; after six months, it will increase to $2.50 per hour; and after one year to $2.75 per hour. The employees work a thirty-eight hour week. Service department employees start at approximately $3.50 per hour depending on amount of experience.

There is no cost of living contract at Penn Furniture; however, the company tries to increase salaries at least once a year. Increases are comparable to those of secretaries as listed above.

Other Information of Interest to Indiana Area School District Students:

Employees at the local company are mostly from Indiana County. Employees are recruited at area high schools, particularly Indiana and Marion Center.

There are no scholarships available.

Penn Furniture employs some students from Indiana Area High School on a part-time basis. Types of employment available are: secretaries, sales people, service personnel, credit manager, assistant manager, and manager.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Pennsylvania Bureau of Employment Security
Indiana Local Office
30 North Fifth Street
Indiana, Pennsylvania

Mr. John Kovalchick
Employment Service
Supervisor

Persons Making the Visit:

Mr. Richard Hagele, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

October 7, 1976

Firm Description and Nature of the Work:

The Indiana office of the Pennsylvania Bureau of Employment Security presently employs twenty-eight workers. This number includes Mr. John Murphy, Office Manager; Mr. John Kovalchick, Employment Service Supervisor; field accounting department employees; an unemployment claims supervisor; work incentive program staff or employment service counselor; a veterans' employment representative; three interviewers; clerks; clerk-typists; and a custodian. About half of the workers are female.

A new Bureau of Employment Security building on Fourth Street is now open and provides modern and attractive facilities.

All Bureau of Employment Security employees are hired through the Civil Service Commission. Job Service and Unemployment Compensation are the two main functions in the office while the field accounting is separate. The field accounting section has a field auditor and secretary. The auditor primarily collects unemployment compensation from employers. The Bureau of Employment Security may hire temporary workers when the claim load increases.

The office manager has a secretary. There are several other clerical workers. The Employment Service Supervisor reports to the Office Manager and directs the activities of the Employment Service Counselor, the Veterans' Employment Representative, and three interviewers.

The focal point of the work incentive program is to try to get employment for public assistance recipients. This program is commonly called the WIN program and includes a counselor, two employment representatives who call on employers to get job openings, one employment interviewer, one clerk-stenographer, two clerks and a clerk-typist.

All jobs are classified using the Dictionary of Occupational Titles, Volumes I and II. Openings, locally and statewide, are constantly updated by listings received from the Civil Service Commission. These listings are also available in the high school guidance offices. More detailed descriptions of job opportunities are listed in announcements used by trained Bureau of Employment Security personnel in helping job applicants.

The main service provided for high school graduates is job application and placement. It is essential for a full-time or part-time job applicant to personally register at the Bureau of Employment Security.

Training, Other Qualifications, and Advancement:

When an opening in the Bureau of Employment Security office occurs applicants must take the appropriate Civil Service test. They are then ranked in order from highest to lowest on a Civil Service list. An application is completed. The applicant is interviewed and if hired is so informed.

Turnover is low at the local Bureau of Employment Security office and has occurred mainly in beginning jobs. Most beginning workers are high school graduates, although the G.E.D. is accepted.

The Occupational Outlook Handbook, revised frequently and based on job analysis, is an excellent source used by personnel at the Bureau of Employment Security and may be found in the high school guidance office.

Two Indiana High School graduates are presently working in the Indiana Bureau of Employment Security office.

Students interested in clerk-typist positions must score at least forty words per minute, while clerk-stenographers must be able to take shorthand at eighty words per minute. These are minimum levels, and the highest scorers are most desirable.

The office manager may advance an employee one step without the employee taking a Civil Service examination.

Counselors working at the Bureau of Employment Security in Indiana have received paid training and excused time to attend related classes.

There are also occasional training sessions given to employees.

Earnings and Working Conditions:

The Bureau of Employment Security has a number of fringe benefits including: dental insurance, vision care program, life insurance, full hospitalization, contributory pension plan, paid sick leave (cumulative), paid holidays and vacations, and reimbursement of fifteen cents per mile for business travel.

Wages and salaries for Civil Service jobs are the same in all communities. For example, a clerk's starting salary is $6,729.00, a typist's starting salary is $7,452.00, and a clerk-stenographer's starting salary is $7,707.00.

There is no cost of living contract. Employees receive five percent increases each year for six years. That is maximum. Increases are also based on a yearly evaluation which must be satisfactory.

The Bureau of Employment Security is an open shop regarding unions, although most employees belong to AFSCME or PESEA.

Seasonal employment occurs mainly in the fall when unemployment compensation interviewers, who are classified as Civil Service Temporary Workers, are hired for several weeks.

Pennsylvania Bureau of Employment Security

Other Information of Interest to Indiana Area School District Students:

Workers for the local Indiana Bureau of Employment Security generally come from the Indiana County area. Before employment they must pass a Civil Service test and are interviewed.

The Pennsylvania Employment Service does not give scholarships.

Dress appropriately for the job interview, *even if the job you desire is a greasy, dirty job*.

A *positive* attitude is important.

Check the guidance office and see the counselor for literature regarding the Bureau of Employment Security and further information.

A sample job application may be seen in the Appendix.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation

Occupational Information

Firm Visited and Person Interviewed:

Robertshaw Controls Company
13th Street Extension
Indiana, Pa.

Mr. John Feid
Personnel Manager

Persons Making the Visit:

Mr. Lee Edwards, Counselor
Miss Nancy Phillips, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

December 3, 1976

Firm Description and Nature of the Work:

The Indiana Division of Robertshaw Company produces electrical controls for home appliances. The plant is clean, modern, and provides ample parking spaces. The plant has its own laboratory where models are constructed and design improvements are made prior to patenting. A total product is produced here and then sold to large corporations such as General Electric, Rheem, and Magic Chef. An example of a product produced in the plant is the individual electric control for wallboard heaters.

Robertshaw subscribes to an affirmative action policy. Currently, the company employs eight hundred hourly workers. In addition, there are thirty-five office workers and sixty-five administrative and supervisory employees, compiling a total of nine hundred.

All union workers are full-time and work one of two shifts, either from 7:00 A.M. to 3:00 P.M. or 3:45 P.M. to 12:15 A.M.

Training, Other Qualifications, and Advancement:

All potential employees are interviewed by Mr. Feid, the personnel manager. All workers take a basic physical examination.

A certain number of jobs require varying degrees of skill and education. Examples of these are draftsmen, laboratory technicians, secretaries and clerks, and electrical or design engineers.

There are many types of jobs in the plant. Most jobs are routine and incorporate on the job training. Assembly work, for example, is broken down minutely and is a repetitive operation.

The bidding system is used for moving up in the company. Advancement opportunities are based upon seniority and cover the entire plant at all worker levels.

Employment Outlook:

The Indiana Division anticipates stability in the future. The company was built on the present site in 1953. The progress of the firm is closely tied into the housing industry.

The last major hiring was completed in October, 1976. The current work force remains stable. Due to the nature of the jobs in the firm, part-time and summer employees are not hired.

Earnings and Working Conditions:

The entry level worker starts in assembly work at $3.30 per hour for a thirty day probationary period. There are many grades above this level with the most advanced in skill being the tool and die maker. The basic wage for the tool and die maker is $5.62 per hour plus fringe benefits.

Fringe benefits are comprehensive at Robertshaw. They include health insurance, sick leave plans, a $10,000.00 life insurance policy, a pension plan based upon hours worked, coffee breaks, eleven paid holidays, maternity leave, and vacation based upon years of service.

Robertshaw has a three year agreement (to July 1978) including a cost of living contract clause that is reviewed semiannually.

Other Information of Interest to Indiana Area School District Students:

The Robertshaw Division utilizes the services of the Bureau of Employment Security for hiring. Currently, more women than men work at this plant. Depending upon the job requirements, testing is done, particularly in the area of finger dexterity. If persons with particular skills are not available in the plant or locally, the firm will seek outside workers. Although most workers are from Indiana County, some come from surrounding areas.

Based upon committee selection, a Merit Scholarship Program is available to children of employees. Please note the brochure information found in the Indiana Area School District guidance office. See the counselor for further details.

Robertshaw is safety conscious, clean, and has a generally desirable work environment.

Tours of the plant are limited. However, Mr. Feid is willing to speak to interested high school students.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Rochester & Pittsburgh Coal Company
655 Church Street
Indiana, Pennsylvania

Mr. Robert Darr
Personnel Manager

Persons Making the Visit:

Mrs. Susan Allan, Counselor
Mr. Bernard McQuown, Counselor
Mr. Charles Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

September 27, 1976

Firm Description and Nature of the Work:

The Rochester & Pittsburgh Coal Company originated in 1881. The company anticipates the production of five million tons of coal in central Pennsylvania during 1977. A variety of workers are employed. In August 1976, one thousand one hundred eighty-two persons were employed in six mines. Six hundred five additional employees are workers at the subsidiary mines of Helvetia Company.

State and federal laws govern carefully all mine production. Accident prevention, health and safety rules are constantly stressed.

A typical crew of men in the mine would include the assistant mine foreman, a continuous miner operator, a helper, a roof bolter (uses a machine to insert long bolts in the roof of a mine), a roof bolter helper, two shuttle car operators, a mechanic, and a general laborer.

The top job at a mine is the superintendent who is in charge of the entire mining operation including above and underground operations, maintenance, and production. This job is obtained only after an individual has acquired sufficient experience. The trend presently is to look to people with a B.S. in Mining Engineering for this job, although there are many older superintendents in the industry who do not have a degree.

Rochester & Pittsburgh Coal Company participates with Penn State University in a co-operative program which pays enough for the student to earn his way through a five year mining engineering program. No scholarships are given.

Rochester & Pittsburgh has a board chairman, a president, three vice presidents, a treasurer, a safety director, and a superintendent of each mine.

Training, Other Qualifications, and Advancement:

Mine workers must meet the eighteen years of age requirement as well as pass a general physical examination that includes a chest and back X-ray taken at Indiana Hospital.

Although there are no particular educational requirements for the entry positions, the majority of mine workers and office workers have at least a high school education.

The wide range of workers at Rochester & Pittsburgh Coal Company covers the whole spectrum of educational preparation. For example, a worker could be a supervisor with a degree in mining engineering or a worker might be a welder underground at deep mines.

No license is necessary nor any test given at entry; however, some jobs require written and oral tests for advancement. References are checked, and the applicant may have several interviews.

After one year of employment, miners pass an oral examination and are issued a miner's certificate. After additional experience, the worker may, after examination, obtain a shot firer or machine operator certification which qualifies him to test for the presence of gas. Additional specialized certificates, some of which are required for the performance of specific jobs, are issued by the Federal government after additional oral or written examinations. After four years' practical experience, a worker may take a lengthy written and oral examination. If successful, he is issued an Assistant Mine Foreman's certificate which legally entitles him to supervise a production crew. After an additional year's experience, the worker may take another examination to qualify as a Mine Foreman. All mines employ a mine foreman who is in charge of the underground workings. The number of assistant mine foremen employed depends upon the size of the mine.

Workers are obtained for Rochester & Pittsburgh Coal Company by walk-ins at the mines or at the Indiana office. There is no age limit other than the minimum age requirement of eighteen.

A worker can start in the mines as a general laborer and move up through the ranks by job bidding which is awarded by seniority and the ability to perform the work. If there are no bidders, the company may assign the job. The starting wage is currently $45.79 per day plus cost of living adjustment. Workers must work ninety days before advancement.

Advancement is available at all levels and in management. A college degree is helpful in going beyond assistant mine foreman or mine foreman. Women are now being hired to work in the mines.

Rochester & Pittsburgh Coal Company offers a variety of educational opportunities. All new employees have a four day paid orientation period. All job holders are required to take a day annually at their regular pay for retraining. Rochester & Pittsburgh Coal Company offers training for those who desire to become foremen. Training is offered to help workers prepare for Federal examinations (mechanic, for example).

There are many office workers in both the main office and in the offices located at each mine. The main office employs clerks, bookkeepers, accountants, surveyors, engineers, geologists, and various executives. Rochester & Pittsburgh likes to hire locally and does not give preference to business school graduates over others. Typing is required for most clerical positions. Shorthand is required for secretarial positions. Appearance is important in the job interview. Practicing before the job interview is suggested.

Employment Outlook:

New mines will be developed and about six hundred full-time workers will be needed. At the present time, no part-time employment is anticipated.

Earnings and Working Conditions:

Following is a sample of the job titles and wage rates showing the wide variety of occupations:

Standard Daily Wage Rate*
For Underground Classification

$58.92	Continuous Mining Machine Operator Electrician Mechanic Fire Boss Welder, First
$55.68	Cutting Machine Operator Dispatcher Roof Bolter Helper-Trainee Electrician Trainee
$52.74	Driller - Coal Precision Mason - Construction Shuttle Car Operator
$50.96	Motorman Electrician Helper Mechanic Helper
$50.38	Brakeman General Inside Labor Mason Laborer - Unskilled
$45.79	Training Rate

*Plus cost-of-living adjustment

Miners must join the United Mine Workers of America immediately after they start work. The present initiation fee is $100.00, and $12.50 per month is paid for dues.

Workers in the mine work three shifts that rotate weekly. Work is for an eight hour day including one-half hour for lunch. There is not a great deal of overtime work, but this is determined by the nature of the job.

Supervisors, including assistant mine foremen, are not members of the United Mine Workers. Their compensation varies with their job classification and the responsibilities involved.

Benefits conferred on mine workers by the union contract include life insurance, paid vacations, sickness and accident benefits, paid holidays, liberal pensions, hospitalization and surgical benefits, protective clothing allowances, certain items of safety equipment, and bath houses.

Management employees, both at the mines and in the main office, have much the same benefits, except for the protective clothing allowance. Benefits may differ in amount.

Although Rochester & Pittsburgh Coal Company does not employ seasonal workers, they do employ college students during the summer at the same rate as regular workers. These students usually work underground. High school students are not hired for summer work.

Other Information of Interest to Indiana Area School District Students:

The wide variety of jobs in this company necessitates students to review carefully the particular area of their interest and to refer to the school counselors for more detailed information regarding the nature of individual possibilities.

Another way of understanding what the jobs are like in the mines is to have the counselor locate the job definition given in the Dictionary of Occupational Titles, Volume I, where a brief definition based on job analysis (observation) is given for these jobs.

Rochester & Pittsburgh runs a union shop. The company has an excellent record of safety.

Mining is a hazardous occupation. The temperature in a mine can be cool, possibly around sixty-five degrees.

A five year work-study program resulting in a mining engineering degree is available through Penn State University to high school graduates. The University of Pittsburgh also offers a co-operative course in mining engineering.

Occasionally Rochester & Pittsburgh Coal Company employs an electrical or mechanical engineer who is required to spend a portion of his time underground. There is a need for mining engineers who are willing to get mine face (the cutting area) experience.

The Penn State University offers a two year Associate Degree in Mining Technology qualifying one for work as a technician or assistant mine foreman.

Several persons in the accounting department are Certified Public Accountants.

Rochester & Pittsburgh Coal Company has opportunities for advancement for the high school graduate as well as for the college graduate.

Students interested should discuss this interest with their family. The Indiana Area School District counselor should be consulted for further information and clarification.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Sears, Roebuck and Company
627 Philadelphia Street
Indiana, Pa.

Mr. Edward Buccigross
Manager

Persons Making the Visit:

Mr. Lee Edwards, Counselor
Miss Nancy Phillips, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

October 25, 1976

Firm Description and Nature of the Work:

Sears, Roebuck and Company is divided into five territories with national headquarters located in Chicago, Illinois and the Indiana store located in the eastern territory. All Sears stores operate similarly across the United States.

Each Sears store is basically divided into two divisions--sales and sales supporting. The Indiana store includes the same classification of personnel found in the larger stores. The Indiana Sears store has managers in hardware, sporting goods, farm implements, paint, automotive, catalog sales, home appliances and home improvements.

The store manager, Mr. Buccigross, is responsible for the total store operation and is given considerable latitude in using his creativity in management. For example, once a worker is hired, his or her interests and aptitudes are carefully analyzed to insure placement in a job situation that capitalizes on the worker's interests and abilities.

Currently, there are seventy workers at the Indiana store, one-half of whom are employed part-time. Office workers perform varied tasks. For example, they do daily sales reporting, write purchase orders, perform unit control tasks, teletype orders, assist in employment procedures, interview credit applicants, and act as cashiers.

The warehouse and service department includes a delivery truck driver, driver assistant, and six full-time and two part-time servicepersons who average approximately five hundred calls per month.

The receiving department has recently been reorganized and handled a larger than usual volume of incoming stock during the 1976 pre-Christmas season.

The catalog department, located in the rear of the lower level of the Indiana store, has ten employees including a department manager, two people who receive and bin incoming customer orders, a teletypist, and six people who service customers at the counter.

The person serving as a credit department supervisor oversees two workers. All credit accounts are located in Johnstown where the bookkeeping and collection is done.

One worker plans the layout advertising for the newspaper. A folder placed inside the *Indiana Evening Gazette* may cost approximately $1,400.00. Therefore, the advertising is carefully planned to bring return in sales.

Training, Other Qualifications, and Advancement:

Sears has outlined policies on the number of hours an employee can work. Preference is given to those who desire to advance by working up through the ranks. Division managers are not necessarily college graduates. Advancement is possible for a worker who begins as a stock-person or part-time worker and shows interest and ability. Promotions are generally from within. A high school education forms the base for a starting job at Sears. Persons who are *good workers* are in demand.

Sears, Roebuck and Company also has a college recruiting program for management trainees. There is no particular college major requirement.

Employment Outlook:

Sears, Roebuck and Company's Indiana branch has had continuous growth in the past ten years. Further growth is expected. Recently, the store acquired the former ARIN office for warehouse purposes and use as a service center.

Earnings and Working Conditions:

The professional salesperson found in an appliance or home improvement department works on a commission basis and can expect earnings to exceed $15,000 a year. There are also full-time salaried plus commission salespersons as well as part-time salespersons who are on a straight salary basis. Each sales department in the Sears store has a division manager who earns between $10,000.00 and $20,000.00 annually.

Sears, Roebuck and Company has a number of fringe benefits including life insurance, paid holidays, hospitalization, a profit sharing plan, and paid vacations (two weeks after the first year, three weeks after seven years, and four weeks after fifteen years).

The firm does not employ seasonal workers but utilizes part- and full-time workers according to the designation by the manager.

Other Information of Interest to Indiana Area School District Students:

Scholarships are not given.

Workers are obtained from Indiana County, and the store cooperates with high school work experience programs.

There are part-time work experience opportunities for high school students.

The job interview is considered very important. The resume is not considered important.

64 Sears, Roebuck and Company

The store manager, Mr. Buccigross, enjoys speaking to students about how to prepare for the job interview. He is available to Indiana Area School District personnel and very interested in encouraging young people to prepare for the world of work.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Persons Interviewed:

Star Manufacturing Company
Lucerne Mines
Homer City, Pennsylvania

Mr. Erv Kassulke, Office Manager
Mr. Gene McCrady, Plant Manager

Persons Making the Visit:

Mr. Charles L. Stewart, Counselor
Mr. Bernard McQuown, Counselor

Date of Visitation:

November 12, 1976

Firm Description and Nature of the Work:

Star Manufacturing Company manufactures steel buildings. There are three plants in the corporation, the others being located at Cedartown, Georgia and Oklahoma City, Oklahoma, the headquarters.

The plant in Homer City presently employs fifty-two hourly employees and nineteen supervisory, clerical and administrative personnel. Some hiring of temporary employees is done in the summer because of increased production at that time.

Star Manufacturing works only one shift. Commercial carriers are utilized for shipment of the finished product.

Training, Other Qualifications, and Advancement:

A pre-employment physical is required. High school graduates are preferred. Since government contract work is included, applicants must be at least eighteen years of age. A simple mathematics test including fractions is administered to hourly worker applicants.

Applicant's references are carefully checked. Opportunities exist for promotion from within the company. The bid system is used for job advancement.

There are some apprenticeships available as well as some training after working hours. There are eight pay grades from entry level Production Worker to Tool Maker or Electrician.

New workers serve a probationary period of sixty days. There is a review of their work after twenty-five and fifty days. They are dismissed if their work is not satisfactory. Workers must join the United Steel Workers Union after sixty days of employment. Since the current staff is small, there is no extensive formal on the job training. Absenteeism has been a problem.

Supervisors are sometimes sent to classes or other plants for further training at company expense.

Employment Outlook:

There are plans to add an additional thirty employees by late summer, 1977.

Star Manufacturing would like to become involved with the new Vocational Technical School.

Earnings and Working Conditions:

Fringe benefits include group hospital, medical and life insurance, eleven paid holidays, vacation plans that increase with years of service, and a retirement plan.

The starting wage under the new union contract dated December 13, 1976 is $3.69 per hour. The top wage is $5.47 per hour. Office workers are salaried and have sick day accumulation. There is no cost of living contract clause.

Other Information of Interest to Indiana Area School District Students:

The firm obtains its workers from the local area. In some cases administrative positions have been filled from elsewhere.

Although scholarships are not given at present, they might be a possibility for the future.

Star Manufacturing ranks seventh out of the top one hundred steel building manufacturers in the United States.

Indiana Area S[illegible]
Indiana [illegible]

Summary of Indiana County [illegible]
Occupational Information

Firm Visited and Person Interviewed:

WDAD, Inc.
940 Oakland Avenue
Indiana, Pennsylvania

Mr. Ray Goss
Manager

Persons Making the Visit:

Mr. Bernard McQuown, Counselor
Mrs. Connie Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

October 15, 1976

Firm Description and Nature of the Work:

WDAD is located in a modern facility across from the Indiana University of Pennsylvania campus. The building is tastefully decorated and consists of a waiting area and several rooms housing the offices and facilities necessary for the operation of AM and FM radio.

WDAD is owned by Mr. William Ulreich. The owner has eighty-four percent of the stock. The station based here in Indiana employs thirteen full-time workers and four part-time workers. At the present time, Jack Benedict is Program Director; Richard Sherry, Sales Manager; Dyle Miller, Engineer; and Bernie Smith, News Director. There are three persons working full time in sales. The sale of time is basic to the financial operation of the station since it is their only source of income.

A tour of the facility shows the careful acquisition of equipment for AM and FM usage. New employees are expected to bring to the job a basic skill knowledge and become immediately productive in their new position. Workers at WDAD may be asked to assist in a variety of tasks.

Training, Other Qualifications, and Advancement:

Employment at WDAD has no physical requirements. In fact, a person could be blind or handicapped and work at some of the jobs, such as announcing. However, personal neatness and cleanliness as well as a good speaking voice are needed. Other requirements for obtaining work in a radio station include recording tapes that demonstrate an announcer's ability, training in the field of broadcasting, and preparing a job resume. The personality and voice of the announcer is very important. A thorough review is made before an employee speaks on the air.

Education requirements are not restricted. However, experience in radio and TV or journalism provide a good background. College is recommended.

To gain a job at a radio station, a person should have an outgoing personality, have an aptitude, ability and interest in the work involved, and be the minimum age for employment. During the first year or prior to employment, the employee must obtain a third class Federal Communication Commission license. In order to pass the test, the employee must follow the study guides which use basic mathematics such as meter readings.

Employment Outlook:

There is very little employee turnover at WDAD. Few changes are anticipated.

This station prefers to promote from within the corporation, although employees may leave for other stations when they have the opportunity.

As of the date of the interview, no job openings were present. Hiring reflects a percentage of the population in the area.

Earnings and Working Conditions:

Full-time employee benefits at WDAD include Blue Cross/Blue Shield Insurance, a profit sharing plan which is reviewed quarterly, Christmas bonuses, death benefit, and vacations that accumulate to three weeks.

Full-time workers who are inexperienced may start at a salary of between $110.00 and $115.00 a week. This salary base increases with experience. The salespersons are salaried and also have an incentive plan for increasing sales. Raises are given on an individual basis. Workers do not belong to a union.

WDAD does not have a cost of living clause or contract and does not employ seasonal workers.

Other Information of Interest to Indiana Area School District Students:

Workers for WDAD are obtained from Indiana University of Pennsylvania, Point Park College, Westminster College and various broadcasting schools. Announcers are usually in their early to mid-twenties when they begin.

Although no scholarships are given to students, air time is given to the schools and community.

The following facts are also of interest:

1. High school and college records are checked.
2. The job interview is important. Dress appropriately.
3. More sophisticated equipment will be purchased in the future.
4. Future expansion will be slow.
5. Programs played during the morning hours are expected to be automated in seven years.
6. Future news and sales personnel will be needed.
7. Persons interested should become familiar with the community and the stations in the area.

APPENDIXES

APPLICATION CARD

WORK HISTORY

LAST JOB FIRST

DO NOT FILL IN SHADED AREAS BELOW

Describe Your Longest and Most Important Jobs (Including Military Service) Begin with the most Recent

NAME OF EMPLOYER
ADDRESS
TYPE OF BUSINESS
DURATION | ENDING DATE | PAY
REASON FOR LEAVING JOB
JOB TITLE · RESPONSIBILITIES · TASKS PERFORMED · MACHINES OPERATED · TOOLS USED

NAME OF EMPLOYER
ADDRESS
TYPE OF BUSINESS
DURATION | ENDING DATE | PAY
REASON FOR LEAVING JOB
JOB TITLE · RESPONSIBILITIES · TASKS PERFORMED · MACHINES OPERATED · TOOLS USED

NAME OF EMPLOYER
ADDRESS
TYPE OF BUSINESS
DURATION | ENDING DATE | PAY
REASON FOR LEAVING JOB
JOB TITLE · RESPONSIBILITIES · TASKS PERFORMED · MACHINES OPERATED · TOOLS USED

NAME OF EMPLOYER
ADDRESS
TYPE OF BUSINESS
DURATION | ENDING DATE | PAY
REASON FOR LEAVING JOB
JOB TITLE · RESPONSIBILITIES · TASKS PERFORMED · MACHINES OPERATED · TOOLS USED

A	B	C	D	E	F	G	H	I	J

1. SOCIAL SECURITY NO.	2. TYPE	3. S.Y.	4. TC	5. CC	6. LAST NAME	FIRST NAME MI	7. DOT CODE	8. MO EXP
			2	50				
1 9	10	11	12	13-14	15	26	29 35	36-42

9. ADDRESS
CITY/TOWN · COUNTY · STATE · ZIP CODE

10. TELEPHONE NO. AC.

11. OCCUPATIONAL TITLE

11A. OCCUPATIONAL TITLE · DOT CODE · MO. EXP

12. VET	13. OTHER VETS & ELIGIBLES	14. CO. CODE	15. DATE OF BIRTH MO. YR.	16 SEX	17. HIGHEST GR. COMPL.	18. HDCP.
				1☐ M 2☐ F		
41	42	43 45	46 49	50	51 52	53

19. GROUP	20. SPN AMER.	21. CLAIM	22. CETA	23. SFW MIGR.	24. FOOD STAMP	25. WELFARE	26. ECON. DISAD.
54	55	56	57	58	59	60	61

27. EMP. STATUS	28. DATE MO. DAY	29 L.OFF NO.	30. STA/ DESK	31. STATE USE	32. FED. USE
					1
62	63 66	67 70	71 74	75 79	80

33. LIST ANY SPECIAL SCHOOLING (INCLUDING MILITARY)
NAME OF SCHOOL - COURSE - LENGTH - DATE ENTERED - DEGREE

34. TYPING ________ WPM SHORTHAND ________ WPM

35. NO. OF DEPS. TOTAL · NEED CHILD CARE

36. FAMILY INCOME LAST 12 MOS.
$ ________
☐ FARM

37. NO. IN FAMILY

38. U.S. CITIZEN ☐ YES ☐ NO

39A. HEIGHT FT. IN.

39B. WEIGHT LBS.

40. PROJ. IND. ☐ YES ☐ NO

41. APPLICANT HAS
☐ TOOLS ☐ TRUCK ☐ TRANS. TO WORK
☐ AUTO ☐ DRIVERS LIC. ☐ SECURITY CLEARANCE
☐ CCC LIC

42. UNION LOCAL NO. ________
NAME ________

43. APPLICANT WILL RELOCATE?
☐ YES ☐ NO
WILL TRAVEL ________ MILES TO WORK

DATE	
MO. DAY YR.	MO. DAY YR.

ES-511A(MODS) REV 10-75 · COMMONWEALTH OF PENNSYLVANIA · DEPARTMENT OF LABOR AND INDUSTRY · BUREAU OF EMPLOYMENT SECURITY

DO NOT WRITE ON THIS SIDE OF THE CARD

EMPLOYMENT COUNSELING STATEMENT

PLAN

SPECIAL INFORMATION

HOBBIES

OTHER

COMMENTS

INTERVIEWER

	DATE CALLED	DATE REFERRED	EMPLOYER OR AGENCY	JOB TITLE OR PURPOSE	DUR	PAY	RESULTS	REMARKS

PENNSYLVANIA ELECTRIC COMPANY

Community Audit

Date October 1975

City-Borough-Township Indiana Borough & White Township

County Indiana

Population:

City	16,000
White Township	8,769
County	79,451

Regional Area Labor Market Analysis

Present Employment	Male	Female
Mfg.	4680	1745
Non-Mfg.	13375	2898
Commercial	3210	2120
Government	3852	958

% Mfg. workers in unions 85% .

Unemployment 4.1 % of labor force.

Prevailing Wage Rates	Male			Female		
Skilled	$ 4.00	to	7.17	$ 2.60	to	4.58
Semi-Skilled	4.00		5.85	2.10		3.50
Unskilled	2.10		4.98	2.00		4.98
Clerical	2.10		5.09	2.10		5.09

Estimated cost of fringe benefits 10 to 20 %. Is labor survey available? Yes

Selected Occupations: (List 5 predominant skills in area (SIC) classified)

Mining	$ 7.00	to	9.00	Truck Drivers	3.00	to	5.40
Machine Operator	2.60		7.25	Electrician-Maint.	3.75		5.28
Textile	2.60		4.50	Carpenter-Maint.	4.50		7.50
Tire Builder	4.00		5.00	Plumber-Maintenance	4.50		6.50
Salesman	4.65		7.50	Bookkeeper	2.75		5.41
Fork Lift Operator	3.75		5.11	Clerk,General Office	2.50		4.58
				Stenographer	2.65		5.73

Other predominant skills in area: Leather, Bench and construction workers.

Major Industrial Firms in Area:

Name	Products	Employees
Indiana Sportswear	Men and boys outer clothing	342
Fisher Scientific	Scientific & lab. equip.	400
Season-All Industries	Aluminum doors and windows	625
Syntron (Homer City)	Materials Handling Equip.	900
McCreary Tire & Rubber Co.	Tires & tread rubber	486
Greensteel-Korok (Dixonville)	Blackboards & classroom equip.	127
Robertshaw Fulton Controls	Thermostat controls	794
R. & P. Coal Company	Coal, coke	946

Attached Industrial Directory for Indiana County

LOCAL TAX STRUCTURE

Rates	Mills
County	13
Municipal	20.50
School	49
Total	82.5

Local Wage Tax	1%
County Per Capita Tax	5.00
Bonded Indebtedness	$1,400,000
School Indebtedness	$4,113,001
Municipality	245,000
*Occupational Tax	375 mills

School per capita - 15.00

*Occupational tax 375 mills based on classification of job ($200 minimum - $800 maximum)

Assessment Ratio: 35% of Market Value

Effective Rate per $1,000 valuation .0825%

Borough Occupation Privilege Tax $10.00

TRANSPORTATION

Railroads Serving Area:

Names Pennsylvania - Once a week
Baltimore & Ohio - Daily

Nearest railroad switching yard Immediate adjacent to borough

Motor Freight

Common carriers with PICK-UP and DELIVERY service in area

		Pick-up	Delivery
McNaughton Motor Lines	(Local)	Daily	Daily
McCutcheon	(Local)	Daily	Daily
Wards	(Altoona)	Daily	Daily
Breman's	(Ebensburg)	Daily	Daily
U.P.S. - Repolges		Daily	Daily

Length of time in transit to:

Boston	Rail 5 days	Truck 14 hrs.	Baltimore	Rail 5 days	Truck 5 hrs.
Chicago	" 4 days	" 12 hrs.	New York	" 5 days	" 8-9 hrs.
Phila.	" 4 days	" 7 hrs.	Rochester	" 2 days	" 8-9 hrs.
St. Louis	" 4 days	" 15 hrs.			

Highways serving area:

Interstate Routes 80 Federal Routes 22, 119, 422 State 56,286

Commercial Bus Service - Lake to Sea, Greyhound, Continental Trailways, Blue & White

3-0213

Nearest Commercial Airport 26 Miles.

Commercial Air Service - Carriers: Allegheny - Commuter Service to Pittsburgh

Arrivals:: Passenger 0 Freight 3
Departures: Passenger 0 Freight 3
Air taxi service rendered daily

Municipal or private airports:

Jimmie Stewart Field Runway Length 3600 ft. Surface Macadam

UTILITIES

Electric Power served by: Pennsylvania Electric Company - Southwest Central Rural Electric Coop. (Rate Schedules Available)

Water Company serving area: Western Pennsylvania Water Company
American Water Works System

Municipal Authority Municipal Services of Indiana County Private American Water Works System

Capacity of System	Per day . . .	4 million	Gallons
Average Daily Consumption		2.5 million	"
Volume Available for Industrial Use . .	Per day . . .	1.5 million	"

(Rate Schedules Available)

Sewer System serving area: Indiana Borough & White Twp. Municipal Authority

Capacity of treatment plant	3.	Mil. Gals/Day
Average Daily Treatment	2.	Mil. Gals/Day

(Rate Schedules Available)

Gas Service by: T. W. Phillips Co. - Columbia Gas System
Peoples Natural Gas (Natural): Ugite (Manufactured)

BTU Rating	1040 per cu. ft.	BTU Rating	91,500 per gal.
Available Supply	Variable with supplier	Available Supply	Variable

(Rate Schedules Available)

Fuel Oils:

#2 Fuel Oil	140,000	BTU/Gal.	33	¢ Per Gallon.
#5 Fuel Oil	148,000	BTU/Gal.	35	¢ Per Gallon.
#6 Fuel Oil	150,000	BTU/Gal.	34	¢ Per Gallon.

Coal: Bituminous - Price per ton delivered $25.00 BTU Rating 13,500
Anthracite - Price per ton delivered $55.00 BTU Rating 12,900

FINANCIAL INSTITUTIONS

Banks:		Savings and Loan Associations:	
Number	4	Number	1
Deposits	2,286,286,000	Deposits	29,389,000
Capital	40,962,500	Capital	29,389,000
Surplus	99,247,000	Surplus	914,450
Total Assets	2,872,809,000	Total Assets	32,800,000
Trust Funds	79,552,000		

RESOURCES

Predominant type of agriculture in area . .	Dairy, beef cattle, Christmas trees, grain, vegetables, hay, ensilage.
Type of forest products of area	Christmas trees, mine timber, pulp wood, hard woods,-cherry, oak, ash, poplar.
Mineral resources of area	Coal, limestone, fire clay, natural gas graystone & sandstone for aggregate.

BUSINESS ACTIVITY METROPOLITAN AREA

Retail: No. of Establishments 175 No. Employed 2100 Estimated Sales $60.Million
Wholesale: No. of Establishments 28 No. Employed 150 Estimated Sales $18.Million

MUNICIPAL SERVICES

Police Department: No. of Force 24. Nearest State Police Hdqtrs. Indiana

Extent of police service beyond corporate limits State Police, Sheriff, Constable

Fire Department: Volunteer: 63 No. Active 63 Amt. of Equipment 7 trucks

Paid: 0 No. Personnel full-time 0 Part-time ____

Pieces of Equipment ____

Sanitation: Trash Disposal Collection--Municipal 0 Private 5

Streets: Paved 95 %; Otherwise Improved 100 %; Future Plans ____

Off-Street Parking: Capacity - Municipal 150 Private 120

Planning: Planning Commission - Municipal Yes County Yes Township Yes

Zoning: Area Covered by Ordinance - (Attach copy of zoning map if available)

County: Planned City ____ Borough Yes Township Proposed

CIVIC DATA

Type of municipal government Council - Manager Type

Schools and Colleges:

Public:	Elementary	4	Number	86	Teachers	2236	Enrollment	K-6	Grades
	Secondary	1	"	68	"	1240	"	7-9	"
	High School	1	"	69		1171		10-12	
	Vocational Tech. High School								
Parochial:									
	Elementary	1	Number	6	Teachers	143	Enrollment	1-6	Grades
	Secondary		"		"		"		"
	High School		"		"		"		"

Colleges and Universities in area Indiana University of Pennsylvania

Research and Development companies in area Coal Gasification Research Plant

Coratomic, Inc.

Libraries: Number 2 Number of Volumes 187,000 Bookmobile 1

Technical libraries in area 1 at Indiana University of Pennsylvania

Housing Facilities:

Avg. Mo'y. Rental:	2 Bdrm.	180-210	3 Bdrm.	230-240	Number of dwelling units
Avg. Purchase Price:	"	25,000-30,000	"	35,000-40,000	started last year 107
Avg. Rentals Apts.:	"	210		240	

Home Ownership 70 % Private housing developments planned or under construction 5 Number of Units 238.

Hotels: No. 4 (commercial type) Total Rooms 54

Motels: 8 Total Rooms 326

CIVIC DATA (Continued)

Churches: Protestant 23 Catholic 2 Jewish Temple 1

Public Health:

Number of Medical Personnel: M.D.'s 28 Dentists 24

General Hospitals: 1 Beds 206 State & Fed. Hospitals 0 Beds 0

COMMUNICATIONS

Newspapers:

Name Indiana Evening Gazette Daily 1 Weekly Circulation 19,000

Radio Stations: 2-WDAD-WQMU-FM T.V. Stations Local Service serviced by Pittsburgh, Johnstown & Altoona

Cultural and Community Activities: (Churches, clubs, service organizations, etc.) Mack Community Center, Swimming, Tennis, Ice Skating, University Summer Theatre & Cultural Life Series. Most National fraternal & civic organizations, more than 20 churches, large state park.

Recreational Facilities: (State parks, ski areas, game & fish areas)

Best recreation attractions 3 County and 1 State Park, Golfing, Hunting, Fishing, Christmas Tree Festival, County Fair, annual events.

Number of municipal parks 1 Acres 51 Playgrounds 4 Acres 15

Golf Courses: Municipal 0 Public 2 Private 1

Tennis Courts: Municipal 12 Public Private

Recreation Programs: Community Sponsored Complete summer & winter program thru YMCA

Club Sponsored Little league, baseball.

College and Professional sports in area Football, basketball, baseball, track, wrestling

Professional: Football, baseball in Pittsburgh (45 Miles).

INDUSTRIAL DEVELOPMENT ORGANIZATION

President Phone Number

Address

Secretary Charles Jones Phone Number 412-465-2511

Address 31 S. Carpenter Ave., Indiana, Pa.

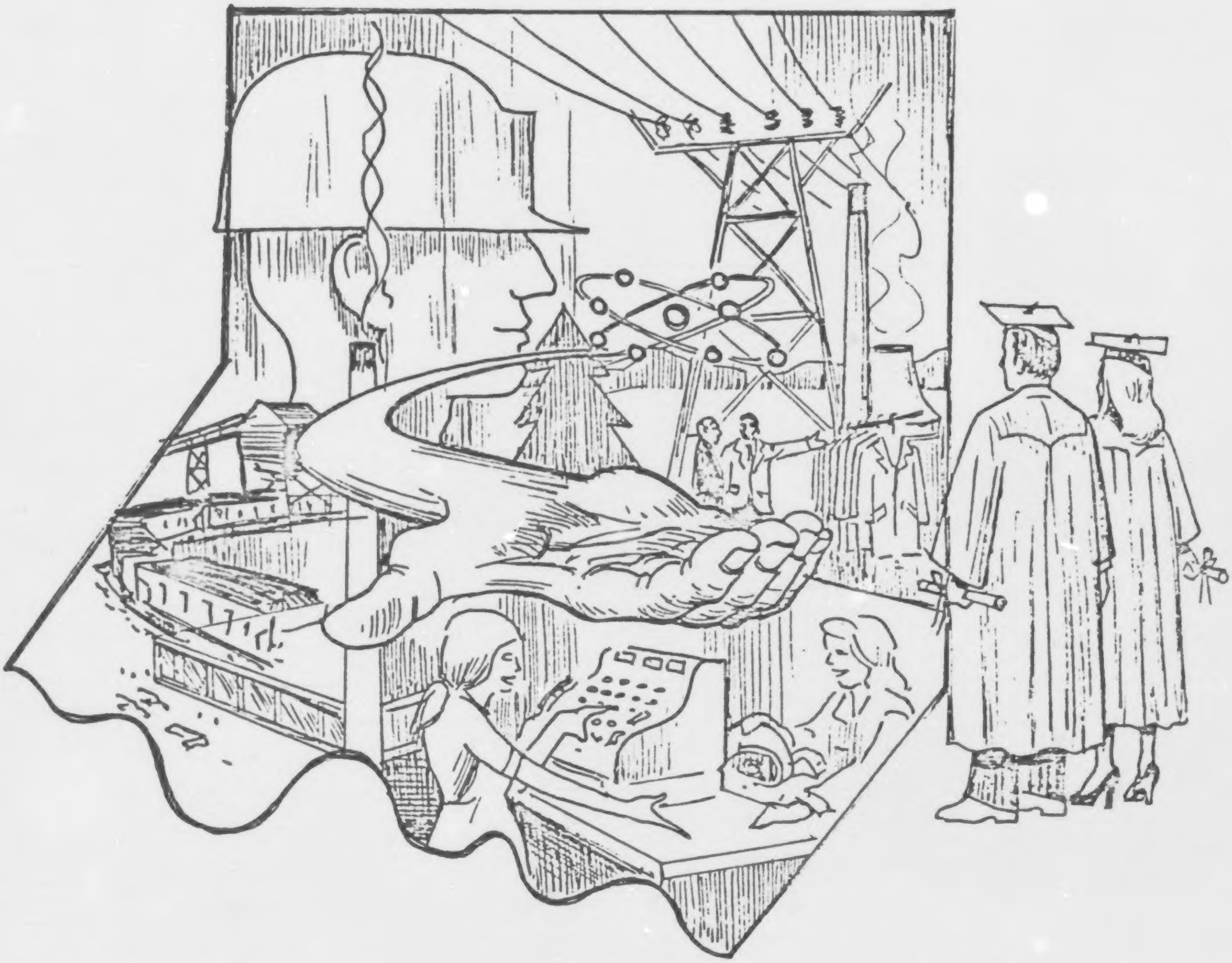
Official to be contacted Charles Jones

Title Executive Director

Phone No. 412-465-2511

Address Indiana County Chamber of Commerce
31 S. Carpenter Ave., Box 727, Indiana, Pa. 15701

CAREER OPPORTUNITIES



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IN INDIANA COUNTY

VOLUME II

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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THE INDIANA AREA SCHOOL DISTRICT
501 EAST PIKE
INDIANA, PENNSYLVANIA

BOARD OF SCHOOL DIRECTORS

Members

Mr. William S. Balint, President
Mrs. Lenore Patton, Vice President
Mr. John C. Hammerle, Treasurer

Mr. Leonard A. Anderson
Mr. Robert H. Darr
Mr. W. Joseph Engler, Jr.
Mr. David S. Frick
Mr. Anthony S. Hewitt
Mrs. June T. Smith

Non-Members

Mrs. Janet A. Rudolph, Secretary
Mr. W. Parker Ruddock, Solicitor

SCHOOL ADMINISTRATION

Dr. Robert P. Martin, District Superintendent
Dr. David H. Laird, Assistant Superintendent
Dr. Leslie P. Gottardi, Instructional Media Specialist
Mr. Ralph G. Hegner, II, Food Service Director
Mr. James Lukehart, Federal Funds Coordinator and Director of Transportation
Mrs. Ruth C. Stacy, Supervisor of Guidance Services
Mr. Richard W. McGee, Principal, Indiana Area Senior High School
Mr. Terrance J. Hoover, Asst. Principal, Indiana Area Senior High School
Mr. Joseph R. Bosnic, Principal, Indiana Area Junior High School
Mr. James Ciocarello, Asst. Principal, Indiana Area Junior High School
Mr. Kenneth Belgie, Principal, Eisenhower Elementary School
Mrs. Mary Ellen Heaton, Principal, East Pike Elementary School
Mr. Walter G. Kealey, Principal, Horace Mann Elementary School
Mr. Harry E. McFarland, Principal, Benjamin Franklin Elementary School

GUIDANCE COUNSELORS

Mrs. Susan Allan
Mr. Lee Edwards
Mr. Richard Hagele
Mrs. Donna Lindstrom
Mrs. Peggy Lunardini
Mr. Bernard McQuown
Miss Nancy Phillips
Mr. Charles Stewart
Mrs. Connie Stewart

1977

Art cover by Frank E. Shaffer, Senior High School Art Teacher

FOREWORD

During the summer of 1976 Dr. David Laird, Mrs. Ruth Stacy, and I met with Mr. Charles Jones, Executive Director of the Indiana County Chamber of Commerce, to finalize plans for counselors to visit area firms and to gather information to be shared with faculty, parents, and students of the Indiana Area School District. The information gathered is to provide students with a basis for a better understanding of the world of work in their own community and to assist them in making appropriate and more informed career decisions.

The Indiana County Chamber of Commerce cooperated fully in making arrangements with area firms for the visitations. The Indiana County firms were cordial and helpful. A number of the firms provided plant tours and information booklets for later use. Reception was excellent. The cooperation of participating firms is appreciated.

Therefore, this booklet represents the compilation of information gathered through visitations of guidance personnel of the Indiana Area School District. For their contribution I wish to extend my appreciation to Mrs. Susan Allan, Mr. Lee Edwards, Mr. Richard Hagele, Mrs. Donna Lindstrom, Mrs. Peggy Lunardini, Mr. Bernard McQuown, Miss Nancy Phillips, Mr. Charles Stewart, and Mrs. Concetta Stewart, Guidance Counselors, and to Mrs. Ruth Stacy, Supervisor of Guidance Services.

Robert P. Martin
District Superintendent
Indiana Area School District

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Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Hamilton Fashion Accessories
276 Rice Avenue
Indiana, Pennsylvania

Mr. Joseph Lydick
General Manager

Persons Making the Visit:

Mr. Bernard McQuown, Counselor
Mr. Charles Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

March 4, 1977

Firm Description and Nature of the Work:

Hamilton Fashion Accessories is located adjacent to the Indiana University of Pennsylvania Bookstore across from the Indiana University of Pennsylvania campus. All production takes place in the one level structure. The Indiana firm is a production facility for the parent plant, St. Thomas, Inc., located in Gloversville, New York. However, the plant is remembered by townspeople as the King Leather Company. Originating in 1901, the plant has changed ownership several times.

The firm now employes sixty-four employees who work on all aspects of completing personal leather goods. The final product may be a colorful leather billfold, French or clutch purse, cigarette case, or other personal leather item. A tour of the site reveals the process beginning with leather in rolls, the cutting, glueing, sewing, attaching of metal parts, finishing touches, and the inspection and packing into boxes for shipment.

Women machine operators make up the largest number of workers. They are assigned a variety of tasks and shifted to areas as needed in the process of product completion.

Other workers are three floor supervisors, a chief supervisor, a purchasing agent, a timekeeper, and a general office worker.

Close, repetitive work is a large part of the operation. An incentive plan encourages workers to produce more than the minimum.

Job descriptions are not available since workers are often required to do a variety of tasks and to work at more than one operation.

Training, Qualifications and Advancement:

Mr. Lydick, general manager, utilizes the Job Service at the Bureau of Employment Security. Applicants may also apply directly at the plant. A high school diploma is desired but not required. Handicapped persons are hired. Child labor laws are carefully followed. The company is an affirmative action employer.

Orders for products are received from the armed services.

Supervisors provide on-the-job training informally. Advancement is made by union contract.

A core of twenty-six persons have worked five years or more on the job.

Finger and hand dexterity are aptitudes needed for this production work.

Earnings and Working Conditions:

The starting wage is $2.30 per hour. With experience, according to the union contract, workers may earn up to $4.50 per hour. Working hours are 7:30 a.m. to 4:30 p.m.

The present three-year contract with the AFL and CIO Leather Workers' Union was effective January 1, 1977. The contract includes standard benefits such as hospitalization, a pension plan, paid holidays, and rest periods.

The entire plant shuts down for two weeks in both December and July. During this time, machinery is checked, oiled, and repaired for further operation.

Management personnel can participate in a bonus and profit sharing company plan.

Employment Outlook:

Hamilton Fashion Accessories, Inc. anticipates a steady increase in production. They plan to remain in the present location.

Workers are obtained from surrounding areas, as far as Kittanning. This is expected to continue.

Other Information of Interest to Indiana Area School District Students:

Mr. Lydick said that first impressions and attitudes are important in hiring.

Applicants are not tested but complete a standard application form.

The firm would be interested in participating in an Indiana Area School District distributive education program for office workers only.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitations
Occupational Information

Firm Visited and Person Interviewed:

Holiday Inn
Route 119 South
Indiana, Pa.

Mr. Joseph Remavich
Innkeeper

Persons Making the Visit:

Mr. Calvin Kulik, Counseling Education Intern
from Indiana University of Pennsylvania
Mrs. Connie Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

April 1, 1977

Firm Description and Nature of the Work:

The Indiana Holiday Inn is situated on a landscaped site at an advantageous location just south of the borough.

Crown America Corporation built the restaurant and motel operation thirteen years ago. The Indiana Holiday Inn was the first in a division of six Holiday Inns in Western Pennsylvania. The operation in Indiana is a franchise. There are seventeen hundred Holiday Inns found in the United States and foreign countries.

On April 4, 1977, Crown America Corporation announced a $1,400,000.00 renovation of its Indiana Holiday Inn. The completion that was scheduled for mid-July is now completed.

Currently, the Inn employs sixty persons. During the summer months about ten additional employees are needed. Christmas is a peak season at the Indiana Holiday Inn. About twenty-five new jobs will result from the expanded facilities.

There are a variety of jobs within the restaurant-motel operation. The innkeeper, assistant innkeeper, sales representative, housekeeper, chef, and maintenance man are salaried. An operations manual describes in detail each worker's functions. Hourly wage employees are the secretary, dining room manager, bar manager, front desk manager, maintenance personnel, lifeguards, and laborers.

Each worker division listed above conducts a specialized function within the total Inn operation. Other employees are responsible to the person in charge of their particular division.

Training, Other Qualifications, and Advancement:

Employment at the Holiday Inn is obtained by completing an application at the Inn and through newspaper advertisements and the Bureau of Employment Security. Appropriate job experience can be helpful.

Although a high school education is preferred, it is not a requirement. A person with a college degree or some postsecondary education is preferred for management, although it is possible to be promoted through various related job experiences. It takes about seven to eight years to advance to top management.

The Assistant Innkeeper job is considered training for management.

Secretarial applicants must have typing skills and should be able to operate a simple calculator. Shorthand is helpful.

Management of the Holiday Inn has recently hired a training director who will review different job functions with experienced personnel.

All persons employed in areas serving liquor must be eighteen years of age.

Workshops involving changes in methods are conducted frequently for employees. Training on the job is required of all employees.

After six months, employees are evaluated for an increase in salary and possible promotion.

Advancement occurs from within the company wherever possible.

Employment Outlook:

Indiana Holiday Inn remodeling and expansion program, which includes a banquet room, lounge room, and a "domed" cover over the existing facility, has now provided twenty-five to thirty more job opportunities for Indiana area people.

There are many opportunities for workers who seek thirty hours per week employment.

Earnings and Working Conditions:

The starting wage varies from job to job. Managerial positions are salaried and receive the most fringe benefits. Bus boys, desk clerks, kitchen help, and other starting positions usually begin at minimum wage which is currently $2.30 per hour. Waitresses begin at $1.15 per hour but can make $30.00 to $40.00 per day including tips. A full-time person is usually evaluated after six months of work. That person may or may not receive an increment at that time. Pay increments are authorized for good performance. Full-time employees are eligible for sick pay, holiday pay, and a three day bereavement leave following death in the immediate family. One week of vacation is permitted after one year of full-time employment and two weeks after two years of full-time employment. The employees of the Holiday Inn are not unionized. A promotion from within usually means an increment. Management and staff employees have retirement benefits.

Many employees are hired seasonally. The summer months usually result in an influx of applications from college students seeking summer employment.

Other Information of Interest to Indiana Area School District Students:

The most desirable preparation for management at Holiday Inns is a college business management major rather than a food service major, according to Mr. Remavich, Innkeeper.

The ability to relate to people is the most important qualification.

There is opportunity for part-time employment.

The establishment likes to promote from within whenever possible. Employees may learn on the job and advance to management.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Indiana Hospital
Indiana, Pa.

Mr. James H. Duncan
Personnel Director

Persons Making the Visit:

Mr. Lee Edwards, Counselor
Mrs. Susan Allan, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

February 23, 1977

Firm Description and Nature of the Work:

Indiana Hospital is a general hospital employing a wide diversity of workers. The citizens of Indiana County have generously contributed in helping to build the Indiana Hospital to a present two hundred seven bed capacity. The hospital is currently undergoing a remodeling program. The result will be a two hundred twenty-five bed capacity in more modern and sophisticated facilities surrounded by an attractive landscaped setting. Patients requiring unusual or drastic surgery are referred by physicians to other hospitals since Indiana Hospital covers the general category.

Indiana Hospital is a nonprofit affirmative action employer whose personnel are dedicated to providing the best care possible for the sick and injured. The present staff totals six hundred workers, approximately eighty percent of which are female.

Indiana Hospital employees work at a wide diversity of job classifications, such as:

1. Service
   - A. Housekeeping, two shifts of workers
   - B. Dietary, two shifts of workers

   C. Laundry, one shift of workers

   D. Maintenance, three shifts of workers. This group of workers includes electricians, plumbers, carpenters, painters, maintenance mechanic, and general maintenance personnel.

2. Technical
   - A. Physical Therapist
   - B. X-Ray Technician
   - C. Laboratory Technician and Technologist
   - D. Respiratory Therapy Technician and Technologist
   - E. Nuclear Medicine Technologist
   - F. Licensed Practical Nurse
   - G. Nurses Aides and Orderlies
3. Clerical with forty-five workers in the following categories:
   - A. Medical Transcriptionists
   - B. Clinical Secretaries
   - C. Business Office Clericals
   - D. General Secretaries
4. Professional
   - A. Registered Nurses
   - B. Personnel Director
   - C. Fiscal Services Director
   - D. Social Service Worker
   - E. Dietician
   - F. Hospital Administrator
   - G. Purchasing Director
   - H. Pharmacists
   - I. Inservice Education Director
   - J. Accountant
   - K. Department Head; i.e., Housekeeping, Laundry, Maintenance, etc.

Training, Other Qualifications and Advancement:

Service workers apply at the personnel office. Formalized on-the-job training is provided.

Technical workers ordinarily have received training in their specific fields prior to making application for employment. There are widely varied levels of certificates and registrations required for job eligibility in this category.

Clerical workers must have a minimum of high school business training. Clerical workers receive additional on-the-job training.

Professional workers must have a wide variety of preparation depending upon requirements. The following list is an example of some of the basic educational requirements:

1. Fiscal Services Director - Accounting major with a Master's Degree in Accounting or Business Administration
2. Accountant - Associate Degree in Accounting
3. Social Service Worker - Social Service Degree plus Master's Degree in Social Service
4. Dietician - Registered ADA, college graduate with additional experience and training
5. Hospital Administrator - Master's Degree in Hospital Administration
6. Purchasing Administrator - Bachelor's Degree in Economics and experience with hospital purchasing
7. Pharmacists - Registered - College degree in Pharmacology

Physical and mental stress occur in varying degrees in many of the professional occupations listed. Most positions require a great deal of contact with patients and the public in general.

Preference is given to hospital employees when promotions are available. Employees availing themselves of in-hospital or outside training programs enhance their potential for promotions.

Employment Outlook:

A consultant has advised the hospital administration to increase the number of part-time staff. The modernized facilities are expected to attract more medical field specialty areas.

Recruiting for various jobs is done through Pittsburgh and Philadelphia newspapers, colleges, and professional journals.

Earnings and Working Conditions:

The Hospital Council of Western Pennsylvania Salary and Benefits Survey booklet shows that Indiana Hospital salaries are competitive.

Employees do not belong to a union.

Categories of wages and salaries are as follows:

1. Service employees start at $2.86 per hour. After three months they receive $3.11 per hour and an annual increase in July.
2. Technical employees earn approximately $4.70 per hour after they are established on the job. A physical therapist's beginning salary is $11,000.00. An X-Ray technician's beginning salary is $9,700.00.
3. Clerical workers earn between $540.00 and $600.00 per month.

Further details can be seen in the counselor's office in the Indiana Hospital Employees' Handbook.

Fringe benefits and pay increments depend upon the job category and are described in the handbook.

Leave of absence with and without salary, sick leave with pay, life insurance, long-term disability insurance, a Blue Cross and Blue Shield plan, a pension plan, a tax-sheltered annuity, vacations, paid holidays, educational assistance, and service recognition are listed employee benefits.

Other Information of Interest to Indiana Area School District Students:

A detailed description of each occupation found in Indiana Hospital can be seen in a book entitled Job Descriptions and Organizational

Analysis of Hospital Services. The book can be seen by contacting the high school counselor. Other reliable sources of information are The Occupational Outlook Handbook, The Chronicle Job Descriptions, and the American Medical Association Handbook on Health Careers.

Physical therapists are in demand. However, the admission requirements of area schools and colleges are extremely competitive.

An Employee Handbook, Indiana Hospital is available from the school counselor. The booklet provides detailed information about the hospital's organization and employee policies.

At the present time, there is an overabundance of applications for clerical workers.

There is little part-time work available for high school students. However, the personnel director is receptive to an Indiana Area School District development of an observation program of selected students to learn about specific occupations. Mr. Duncan indicated his desire to describe any health occupations to interested Indiana Area School District students.

Mrs. Capelli is in charge of the volunteer Candy Striper program at the hospital.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Persons Interviewed:

Indiana University of Pennsylvania
Bachelor of Science in Nursing
Indiana, Pennsylvania

Ms. Mary C. Katzbeck
Chairperson

Persons Making the Visit:

Mr. Lee Edwards, Counselor
Miss Nancy Phillips, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

February 22, 1977

Firm Description and Nature of the Work:

The nursing degree program is one of five departments in the School of Health Services at Indiana University of Pennsylvania. Three hundred seventy-five students are presently enrolled. The attrition rate is low. Sixty-eight seniors are expected to graduate in May, 1977. Seventeen faculty members form the core of teachers in the nursing program.

A wide variety of program facilities are utilized in collaboration with Indiana University of Pennsylvania. They include Visiting Nurses' Association; Dr. Weiner's office; Public Health and Family Planning Services; Latrobe, Westmoreland, Johnstown, and Indiana Hospitals.

Training, Other Qualifications, and Advancement:

Academic failure is rare since entrance requirements are rigorous. Applicants to the program need a strong academic background with emphasis in science and mathematics courses. A sequence of mathematics courses through trigonometry is desired in preparation for Probability and Statistics.

Ms. Katzbeck notes that "high school courses and grades predict the degree of success the candidate will achieve in the program." Basic

English skills should be mastered prior to entry. Occasionally, a successful high school business student will master the nursing degree requirements. Applicants are processed through the Indiana University of Pennsylvania Admissions Office. Class standing is given two-thirds weight while the S.A.T. results are weighted one-third.

Employment Outlook:

The nursing diploma schools will be phased out by 1985.

Plans for a Master's Degree program are underway. A feasibility study will be the first step toward adoption.

The employment outlook is currently excellent. The opportunities are enhanced by a career night conducted on campus and by contacts with area hospitals.

Earnings and Working Conditions:

Students graduating from the program secure jobs through applying to area hospitals and agencies. The average graduate receives six job offers with a starting salary of from $9,000.00 to $11,000.00. Graduates may choose to work part-time or seasonally as well as full-time.

Fringe benefits include all those benefits generally provided professional personnel plus tuition reimbursement for further study.

Bachelor Degree nurses usually join professional associations rather than unions.

Other Information of Interest to Indiana Area School District Students:

Seniors in the nursing degree program must have an automobile for travel to and from Indiana University of Pennsylvania and other facilities. The basic safety driving course is needed.

The high school quality point average is more heavily weighted than the College Board tests in the selection process. High school science subjects are very important to program learning concepts.

High school students can gain career information before entering the nursing program by volunteer work as a Candy Striper or as a clerk in a local physician's office. Ms. Katzbeck stated, "Nurses' aide experience may not contribute to proper habit preparation for the professional nurse."

High school students need to gain all necessary information in advance of entering a degree program because transfer from other programs into the nursing degree program is virtually impossible.

High school students should check the 1977-78 Indiana University of Pennsylvania bulletin for the basic course description.

The program has full Pennsylvania State Board of Nurse Examiners' approval. The National League for Nursing will visit the school in October 1977 for accreditation purposes. The Board of Review, Council of Baccalaureate and Higher Degree Programs, will meet in December, 1977. Approval of the program may occur during this meeting. U.S. Army, Air Force and other government nursing units require that applicants to their programs have graduated from an NLN accredited nursing school. High school students please note.

A listing of courses in the degree program is available to interested students. Contact the school counselor for further information.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visitation and Person Interviewed:

Lambert International, Inc. South Sixth Street Extension Indiana, Pennsylvania	Mr. Chris Lambert, President

Persons Making the Visit:	Date of Visitation:
Miss Nancy Phillips, Counselor Mrs. Connie Stewart, Counselor Mrs. Ruth Stacy, Supervisor of Guidance Services	March 25, 1977

Firm Description and Nature of the Work:

Lambert International is located close to Route 422 on five acres in a country atmosphere. The Indiana firm was owned by International Harvester, Inc. until approximately one year ago when Mr. Lambert purchased the Indiana operation. He described the firm as a family type business that has flexibility and a personal approach to its employees.

The Lambert International firm is a service organization. The firm is housed on one level with divisions of sales, service and repair of farm equipment, industrial equipment, motor trucks, outdoor power products, and lawn equipment.

Twenty-five workers are presently employed in the Indiana firm. Four of the workers, including the sales manager, make up the sales force. Four workers comprise the office staff--the Secretary-Treasurer of the corporation, an accountant, an office clerk, and a keypunch operator. Four employees work in the parts department including the parts manager. A custodian is presently employed part-time. Other workers may be employed part-time.

Work at the firm may include some heavy lifting, physical effort and dexterity. One hundred twenty-five thousand dollars worth of parts are kept in stock while one million dollars worth of equipment is involved in this firm.

The company uses the Job Service of the Bureau of Employment Security and newspaper advertising to hire as well as accepting walk-in applicants at the location.

Persons employed in the sales department need to be familiar with International products and have a working knowledge of equipment and materials sold and serviced.

Training, Other Qualifications and Advancement:

A high school education is not required, but certain experience and knowledge is desired. Although salespersons are frequently not college graduates, most are Indiana residents with a farm background. These individuals need to be self-starters. They must be able to communicate well with others, know their products, be dependable, and be trustworthy. A sales course is helpful preparation for the sales department.

Persons employed in the parts department must have a knowledge of the various types of equipment and inventory control. Here it is important to know how to talk on the telephone.

Service department employees generally have had some experience in mechanics. A vocational-technical background in servicing diesel and gasoline engines is desirable. Personal characteristics desired are an ability to get along with others and a good reputation.

Workers are advanced through salary and wage increments as well as by becoming department heads.

The company has various kinds of training schools and courses on site to advance employee techniques and skills.

Employment Outlook:

Company growth is anticipated at Lambert International. Ten to fifteen workers are expected to be added in the next five year period. This expansion would include workers in the service department, some parts department employees and part-time and seasonal workers. Business peaks during the spring season; however, the firm intends to remain small, have flexibility, and use a personal approach to the employees.

Earnings and Working Conditions:

Worker salaries and wages vary with experience and training. Salespersons can anticipate earning up to $25,000.00 annually working on a commission plan. Parts department workers earn between $7,500.00 and $18,000.00 annually. Service department workers earn hourly wages amounting to between $7,000.00 and $20,000.00 annually.

Although they do not presently have a retirement plan, one is anticipated in the near future.

Benefits include Blue Cross/Blue Shield hospitalization partially paid by the company, eight paid holidays, sick leave, and a paid vacation based on a service maximum of four weeks.

Other Information of Interest to Indiana Area School District Students:

Lambert International is a small corporation hiring local people.

Qualities of self-starting and the ability to communicate with others are desirable.

Opportunities for employment are anticipated for the vocational-technical school student with mechanical training.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

National Mine Service Company 795 Route 119 North Indiana, Pa.	Mr. Robert Jack, Treasurer Mr. Larry McCoy, Purchasing Manager Mr. Robert Watson, General Acct. Manager Mr. Robert Jones, Manager of Taxes

Persons Making the Visit:

Mr. Bernard McQuown, Counselor
Mr. Charles Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

March 21, 1977

Firm Description and Nature of the Work:

The Indiana Branch of the National Mine Service Company, established in 1949, is located on a fourteen acre landscaped slope just north of the borough. The Indiana office serves as the general office for National Mine Service, and most central corporate functions are carried out here. The warehouse is the largest of twelve warehouse locations. Modern offices and the large warehouse are connected on one level adjacent to ample parking space. A reception area is located at the main entrance. To the rear of the offices, the accounting department is located on one side and the purchasing department is located on the other. A conference room, a data processing section, and an inventory section precede the large warehouse area. The Indiana Branch has 45,000 square feet of warehouse and office space.

Other branches and warehouses of National Mine Service Company are located in West Virginia, Kentucky, Illinois, Alabama, Utah, Wyoming, Colorado, and Ontario, Canada. A new operating unit is headquartered in Brussels, Belgium. Executive offices will soon be opened in the

U. S. Steel Building in Pittsburgh. The company is now listed on the New York Stock Exchange, having done $106,000,000.00 worth of business in 1976.

National Mine Service Company has three main divisions--manufacturing, warehouse, and hydraulics. Thirteen distribution warehouses are located in the United States and four are in Canada. In addition to Indiana, there are four hydraulic repair shops and two manufacturing plants. National Mine Service Company of Indiana is the centralized purchaser for all other warehouses.

Examples of products manufactured and distributed by National Mine Service Company are Torkar Single Prime Mover-Torque Converter Electric and Diesel Shuttle Cars, Marietta Continuous Miners, Redbird Uni-Flight Conveyor Chain for Loaders and Miners, Greensburg Storage Battery, Diesel and Trolley Locomotives, Automated Fire Suppression Systems for Mobile Equipment and Conveyors, National Mine Exhaust Gas Conditioner for Diesel Engines, Transfeeder Belt and Car Feeders, and Lume-A-Lite Lighting Systems for Mobile Face Equipment.

National Mine Service Company is the exclusive sales and service representatives for Klockner-Ferromatik Hydraulic Roof Supports, Transeald Bulk Rockduster Systems, Bendix BDX Dust Sampler, Drager Gas Detection Equipment and Breathing Apparatus, Wheat Miner's Electric Cap Lamps, Scandura Solid-Woven, PVC Conveyor Belting, Femco Communications and Control Equipment, General Monitors Continuous Methane Monitors, Hayden Belt Fasteners, Methanometer G-70, Koehler Flame Safety Lamps, and Eickhoff replacement parts for Eickhoff Mining Equipment.

National Mine Service Company warehouses and distributes mine supplies, replacement parts, electrical equipment and supplies, and first aid and safety equipment. Locally they purchase-contract for R & P Coal Company.

National Mine Service of Indiana employs one hundred thirty-five workers. Seventy-five to eighty clerical employees staff the accounts receivable and accounts payable operation for the entire Corporation. National Mine Service is an equal opportunity employer.

Although the Indiana office of National Mine Service does not have an office manager, each department has its own manager.

The general departments at Indiana National Mine Service include General Accounting, Purchasing, Data Processing, Sales, Inventory, Warehouse, and Advertising. Sales is divided into equipment and distributor products and is headed by a district sales manager.

The following list of salaried workers illustrates the jobs within National Mine Service: Utility Clerk (main room, file room), General Clerk, Machine Operators, Receptionist, Clerk-Typist, Junior Clerk, Senior Machine Operators, Stenographic & Secretarial Typist, Senior Clerks, Junior Programmer, Purchasing Expeditor, Assistant to Supervisor, Secretary-Private, Inside Sales Service, Equipment Parts Coordinator, Draeger-Specialist, Computer Operator, Jr. Systems Analyst or Programmer, Junior Accountant, Supervisor.

Training, Other Qualifications, and Advancement:

National Mine Service hires employees on location. They may hire by recommendation from persons having a knowledge of their operation.

Each department trains its own workers. On-the-job training is stressed. While no degree is required for workers, many jobs require specific skills. For example, salespersons need mechanical and technical knowledge. A knowledge of shorthand or notehand is a desirable asset in office workers.

Absenteeism has not been a problem. Expectations of salaried employees are outlined in a handbook given to the new employees.

Salespersons at National Mine Service often have a background of experience in area mines. They need a technical and mechanical background.

Efforts are made to promote from within. There is opportunity for advancement at National Mine Service. It pays to be a self-starter.

Employment Outlook:

Considerable growth is anticipated due to energy needs. Physical space in the Indiana Branch prohibits adding many more workers. Since there is little turnover, clerical work is seldom available. However, students working through the high school work experience program are often placed in the firm upon graduation. Replacement needs for employees retiring or leaving the area varies. Summer employment is occasionally available to college students.

Earnings and Working Conditions:

National Mine Service in Indiana is not unionized. However, some of the other National Mine Service plants are unionized. The beginning monthly salary of a clerk-typist trainee with or without experience is $400.00 to $415.00. Employees advance in salary with experience, rating performance, and skill classifications. Indiana National Mine Service rates their employees annually using a rating characteristic sheet found in the appendix. A new employee receives a progress review after the first six months. Management receives approval for the rating before a one to one meeting is held. The employee then signs the evaluation.

National Mine Service does not employ seasonal workers.

National Mine Service has a number of salaried employee benefits. More details on these benefits may be obtained from the counselor at school.

Benefits outlined are as follows:

1. Time and one-half for all hours worked over eight in a day or forty in a week.
2. Semi-monthly pay periods.
3. A payroll savings plan.
4. Personal leave.
5. Maternity, military, and funeral leave.
6. Jury duty
7. Vacations of up to four weeks for those with fifteen or more years of service.
8. Eight paid holidays.
9. Tuition subsidy
10. Group insurance
11. Retirement income program and social security.

Other Information of Interest to Indiana Area School District Students:

A knowledge of German and Spanish can be helpful in office work.

Typing skills are required in office work.

Skills in shorthand or notehand are an asset for office workers.

Students should be trained in telephone etiquette, including the use of multiple lines, before they are hired.

Skilled keypunch operators are needed.

Secretarial applicants should have had shorthand and dictating machine experience. National Mine Service uses electronic calculators and all other business machines.

Appropriate and neat dress is important. A neat and clean work area is stressed.

National Mine Service cooperates with area school districts and enjoys taking a high school student to train in the office or warehouse.

The warehousing training program anticipated by an area vocational-technical school will be utilized.

The company encourages a person to further his or her education, when it relates to that person's job. Assistance is provided by reimbursing employees eighty percent of the tuition cost upon satisfactorily completing approved courses with a minimum of grade "C" or above. In addition, the company will reimburse the other twenty percent upon completion of a certified degree.

The Indiana Area School District counselors have further written information covering more details of interest to students and their families. Interested applicants may complete an application at National Mine Service after high school graduation.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Persons Interviewed:

Pennsylvania Department of Transportation District Office Route 286 South Indiana, Pa.	Mr. A. L. Guerrieri, Administrative Officer Mr. Louis Yanni, Labor Relations Coordinator Mr. T. L. Pavlick, District Clerk Mr. Harry Ewing, Personnel Analyst

Persons Making the Visit:	Date of Visitation:
Mr. Lee Edwards, Counselor Mr. Richard Hagele, Counselor Mrs. Ruth Stacy, Supervisor of Guidance Services	March 31, 1977

Firm Description and Nature of the Work:

District 10-0 of the Pennsylvania Department of Transportation is situated on approximately fourteen acres of ground. The offices are located in a two story brick building built around 1959.

The Indiana district is one of eleven districts in the State of Pennsylvania. Each county has maintenance offices or units. District 10-0 is the administrative unit over five county maintenance districts: Armstrong (10-1), Butler (10-2), Clarion (10-3), Indiana (10-4), and Jefferson (10-5). PennDOT is an affirmative action employer.

The Indiana District 10-0 is a planning center employing three hundred workers. Total employment for all local functions, including administrative and maintenance, is from one thousand to twelve hundred. A separate materials laboratory under Harrisburg's direction, employing twelve, is located in Indiana.

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PennDOT represents a consolidation of the Department of Highways, the Bureau of Motor Vehicles and Traffic Safety of the Department of Revenue, the Aeronautics Commission of the Department of Military Affairs, the Hazardous Substances Transportation Board of the Department of Revenue, Mass Transportation Division of the Department of Community Affairs, and those activities of the Pennsylvania Department of Commerce related to the high speed rail demonstration projects.

A district engineer heads the 10-0 District Office. All jobs are carefully developed with detailed job descriptions before they are carried out. There are four subdivisions at Indiana District 10-0 as follows:

(1) Planning and Pre-design
(2) Preconstruction Division
(3) Construction Division
(4) Operations Division

The attached chart shows the organizational structure of Indiana PennDOT.

A sample job description for Clerk Typist I and that for a Civil Engineer may be seen in the Appendixes.

Most workers at the local facility come from Indiana County. Maintenance workers generally come from the county in which they work.

Training, Other Qualifications and Advancement:

Most workers at PennDOT do not hold college degrees. The central office in Harrisburg handles applicants and employment decisions.

On-the-job training, civil service tests, and advancement from within are heavily emphasized. Seniority lists are used to advance workers.

Employees are kept current with a variety of orientation programs and group seminars and sessions. Employees are rated by the use of a civil service performance evaluation report. (See copy in Appendixes.)

Employees are seldom transferred from one district to another.

There is a freeze on employees across Pennsylvania in PennDOT. Recent cutbacks reduced the work force in the Commonwealth from twenty-two thousand to approximately seventeen thousand employees.

Employment Outlook:

There is little turnover of workers at PennDOT. Attrition is the major reason for employees leaving their positions. Expansion at PennDOT is dependent upon funding from Harrisburg. Budgetary allocations are made via appropriation from the State legislature.

Summer employment for college students varies from summer to summer. Twenty to forty students may be employed from June 1 until August 31 or a maximum of twelve weeks of work starting at $4.15 per hour.

Applications for employment are processed through Harrisburg.

Earnings and Working Conditions:

An excerpt from a PennDOT handbook follows:

> ### THE COST OF BENEFITS
>
> We have again computed the cost of employe benefits and represented it as a percentage of salary. We based our figures on the typical Highway Maintenance Worker whose average annual salary in 1976 is $8,807. Comparing this year's percentage with last year's, we find that the cost of benefits has increased by a little over two percent.
>
> The benefits are listed individually and grouped into two categories, fringe benefits and compensation for nonproductive time.

FRINGE BENEFITS

BENEFIT	BASIS	ANNUAL COST
Social Security Program	5.85% of salary	$ 515.20
Unemployment Compensation	.1% of salary	$ 8.80
Workmen's Compensation	$ 1.43 per $100 of salary	$ 125.94
Retirement (State Share (only)	13.1% of salary	$1,153.71
Life Insurance	$ 5.76 per month	$ 69.12
Blue Cross/Blue Shield	$25.13 bi-weekly	$ 655.39
Health and Welfare Fund	12 cents per hour	$ 234.72
	SUB TOTAL	$2,762.88

COMPENSATION FOR NONPRODUCTIVE TIME

BENEFIT	BASIS	ANNUAL COST
Breaks	110 hours per year	$ 495.00
Vacations	15 days per year	$ 506.55
Holidays	13 days per year	$ 439.01
Personal Leave	2 days per year	$ 67.54
Sick Leave	10.2 days per year	$ 344.45
Disability Leave	.24% of salary	$ 21.13
	SUB TOTAL	$1,873.68
	TOTAL COST	$4,636.56
	AVERAGE SALARY	$8,807.00
	PERCENTAGE OF SALARY	52.64

PennDOT has outstanding fringe benefits. Salaried workers average $12,000.00 per year. Bereavement days have been extended from three to five days for closest of kin. Sick leave is cumulative to two hundred days for salaried workers. Eye care and dental care programs are provided.

A booklet describing a comprehensive state employee retirement system and handbook explains further details about fringe benefits. (See the school counselor for further information.)

Safety is stressed at PennDOT. Safety responsibility and accident prevention is a part of training for all employees. A descriptive handbook is available.

There is no mandatory retirement age.

Hospitalization, vacation time, and sick leave are paid for at retirement of ten or more years of service.

Employees work a seven and one-half hour day at PennDOT.

Other Information of Interest to Indiana Area School District Students:

A knowledge of contract language is helpful.

Shorthand and typing are essential skills for secretarial positions.

Technical skills are an advantage in getting and holding employment. In addition, related engineering courses may be helpful.

Professional engineers are frequently found in management.

The major problems at PennDOT are in the maintenance area.

A job description has been developed for each position.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation

Occupational Information

Firm Visited and Persons Interviewed:

The Peoples Natural Gas Company 1414 Indian Springs Road Indiana, Pa. 15701	Mr. Leslie Hoover, Local Manager Mr. Walter Leeper, Personnel Representative

Persons Making the Visit Were:	Date of Visitation
Mr. Lee Edwards, Counselor Mrs. Donna Lindstrom, Counselor Miss Nancy Phillips, Counselor Mrs. Ruth Stacy, Supervisor of Guidance Services	March 31, 1977

Firm Description and Nature of the Work:

The Indiana office of The Peoples Natural Gas Company's Northern Division is housed in a modern, tastefully decorated one level building. Ample parking is provided. The property is attractively landscaped and carefully maintained. A picture of a large, graceful weeping willow tree growing on the property can be seen in Musser's catalog. The jurisdiction of the local office of The Peoples Natural Gas Company extends five miles east and two miles west of the borough limits.

The Peoples Natural Gas Company was the first natural gas utility in Pennsylvania to be chartered under legislation designed for natural gas companies. It was incorporated June 26, 1885. Services have been greatly expanded and extended over the years that followed. An investment of over two hundred million dollars since 1946 has made possible the modernization or establishment of compressor stations, underground storage facilities, and a transmission and distribution pipeline network. Peoples is part of the Consolidated Natural Gas System which serves, at retail, over 1,400,000 customers in Pennsylvania, Ohio, West Virginia, and New York. The Peoples Natural Gas Company's General Office headquarters is located in Gateway Center, Pittsburgh. Over three hundred employees work at the general office.

The Peoples Natural Gas presently serves over three hundred thousand residential, commercial, and industrial customers in sixteen Southwestern Pennsylvania counties.

The Peoples Natural Gas Company is organized into seven operating divisions covering a sixteen county area. The Northern Division's main office is located in the Kiski area. Production, transmission, and distribution of gas is unique to the Northern Division. Some divisions do not have all three categories. The Kiski office is headquarters for the Indiana office.

Eight hundred of the fifteen hundred employees at The Peoples Natural Gas Company are hourly wage earners. The Gas Company is an equal opportunity employer with a commitment to hire minority groups. Women are presently employed in both middle management and wage earner positions. Handicapped applicants are hired where they are best suited.

The Peoples Natural Gas Company Indiana plant employs nine hourly wage earners who are assigned to specialized tasks. The balance are office employees and all are supervised by the local manager.

Employees of The Peoples Natural Gas Company are divided into two categories--salaried and hourly wage earners. Salaried personnel include six categories:

1. Executive
2. Managerial
3. Professional
4. Technical
5. Marketing
6. Office and Clerical

The hourly wage earner categories are divided into twelve groups. Most of the work requires physical fitness and physical dexterity. All jobs are classified and have job descriptions. The following list shows the wide variety of possibilities within the groupings.

WAGE EARNER GROUPINGS

Entry

Apprentice
Casual Laborer

Trainee

Carpenter
Corrosionman
Customer Serviceman
Electrician
Equipment Operator
Fitter
Garageman
Gas Measurement
General Fabr. & Body Repr.
General Inspector
Machinist
Maintenanceman
Mechanic
Meter Reader
Regulator Serviceman
Truck Driver
Utilityman
Welder

Advanced

Appliance Service Specialist
Bailing Machine Operator
C. O. Tool Dresser
C. O. Driller
Carpenter
Corrosionman
Customer Serviceman
Electrician
Electrician - Specialist
Equipment Oper. & Repairman (Light)
Equipment Operator (Heavy)
Fitter
Fitter Leader
Garageman
Gas Measurement
General Fabr. & Body Repr.
General Fabr. & Body Repr. Specialist
General Inspector
General Inspector - Leader
Logging Truck Operator
Machinist
Machinist - Specialist
Maintenanceman
Mechanic
Medium Equipment Oper. & Repr.
Meter Reader
Pressureman
Pump Truck Operator
Regulator Serviceman
Regulator & Measurement Specialist
Service Operator
Station Repairman
Storage Pool Operator
Truck Driver
Truck Driver (Heavy)
Utilityman
Warehouseman
Welder
Welder Specialist
Well Maintenance Unit Operator
Well Scout
Work Group Leader - Construction
Work Group Leader - General

Employees work an eight-hour day. A new plan for salaried employees called "flex-time" enables the employee to choose when he or she goes to work and goes home while still working an eight-hour day between 7:00 a.m. and 6:00 p.m.

There is little turnover of employees. Vacancies, generally based on retirement, are easily filled.

Training, Other Qualifications and Advancement:

A high school diploma is not required for the entry positions of casual laborer or apprentice. Applicants must be eighteen years or older and are carefully screened and hired by capability.

A local resident may complete an application in the Indiana office or at the main office in Pittsburgh. Job openings for hourly wage earners are filled through the bidding process. Applications completed at the Indiana office are forwarded to the Northern Division office and organized by appropriate category.

Hourly wage earners must start in the casual laborer or apprentice categories. After six months' experience, they may bid for other jobs.

Clerical applicants are interviewed by the Personnel Department in the Gateway Center office. A word processing system has replaced a good number of secretaries.

The Peoples Natural Gas Company uses only job-related tests and does its own testing of applicants.

On-the-job training according to job title for skills and products is extensive at The Peoples Natural Gas Company. A training center, located in Wilkinsburg, provides a variety of training programs for hourly wage earners and Management.

Qualifications desired in the hourly wage earner include physical dexterity, liking for outside work, some experience, related avocational interests, the ability to get along with others, neatness, and ability to communicate.

Opportunity for advancement occurs mainly from within the Company. When an opportunity for advancement in Management occurs, the named candidate receives a job description from his department head. The recommendation and observations of the manager are important to advancement. Advancement may include a transfer from your immediate locale. Procedure manuals outline Company policies for Management personnel. Many workers have advanced through the ranks by experience, education, and training programs that are work-related.

Employment Outlook:

Since the Public Utility Commission restricts the number of accounts in The Peoples Natural Gas Company, the employment outlook is expected to remain the same. The Indiana office services seven thousand domestic, commercial, and industrial customers. Fifty gas wells are located in Indiana County. Ten new wells are planned for 1977.

Earnings and Working Conditions:

The Peoples Natural Gas Company hourly wage earners, technicians, and clerical and executive employees are in a competitive position with other similar firms. Hourly wage earners are members of Local 666, the Gas Employees' Union, and are paid the union scale wage listed for their job description. Executives are salaried according to various salary survey data and a long established system of job evaluation.

A two-year contract renewal will take place in April of 1978. A cost-of-living index is not included in the contract.

The Peoples Natural Gas Company employees have a number of job fringe benefits including: (1) paid holidays and one floating holiday for Management; (2) employees thrift plan (payroll deductions); (3) medical and major medical insurance plan (Blue Cross/Blue Shield); (4) disability benefit plan; (5) long-term disability plan (for employees with five years or more of service); (6) group life insurance; (7) survivor benefit insurance; and (8) pension plan.

Of special interest is the opportunity for job-related further education paid one hundred percent by The Peoples Natural Gas Company.

Other Information of Interest to Indiana Area School District Students:

Scholarships are given. The Peoples Natural Gas Company gives four general scholarships in the Commonwealth of Pennsylvania each year. The opportunity for the scholarships is rotated through the Company divisions. The next opportunity for Indiana Area School District students to apply will be in 1980. Recipients of the scholarships receive five hundred dollars annually for a four-year period. They must maintain a "C" average and select a course of study related to business and industry.

The Peoples Natural Gas Company also gives two regular scholarships for sons/daughters of wage earners and salaried employees. These scholarships are one thousand dollars per year.

Clerical job applicants should be well prepared in language usage, number facility, punctuation, grammar, and spelling skills.

The job interview is important. The job applicant needs to be able to communicate personably in the job interview. Personal neatness and cleanliness are important.

Hobbies and avocational pursuits related to the job are helpful to the applicant.

Wage earner applicants take examinations related to the job.

The high school record is not emphasized for wage earners.

Most engineers working for The Peoples Natural Gas Company have a Civil, Mechanical, or Petroleum Engineering background.

36 The Peoples Natural Gas Company

The Peoples Natural Gas Company is interested in capable and competent workers who are willing to grow with the flexibility of the industry.

Two excellent brochures are available from the Indiana Area School District guidance office that describe the history of The Peoples Natural Gas Company and the history of natural gas.

See the Indiana Area School District counselors for further information concerning scholarships.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Person Interviewed:

Season-All Industries, Inc.
1480 Route 119 South
Indiana, Pa.

Mr. Nelson Gault
Personnel Director

Persons Making the Visit:

Mr. Richard C. Hagele, Counselor
Mrs. Peggy Lunardini, Counselor
Mrs. Connie Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

April 22, 1977

Firm Description and Nature of the Work:

Season-All Industries, Inc. began operation in 1957. The Indiana plant is located on seventeen acres at the intersection of Wayne Avenue and Indian Springs Road. Season-All, the headquarters plant, now employs eight hundred workers. A similar plant is located at Yatesboro, Pa. and employs one hundred thirty. The Punxsutawney plant employs eighty.

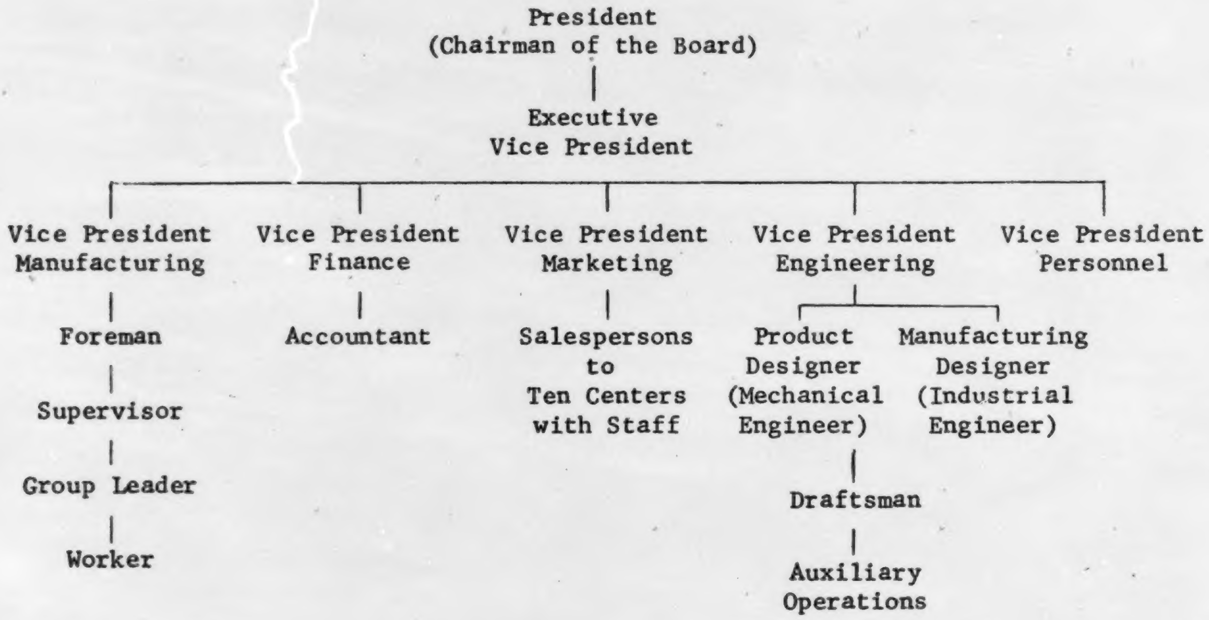
Expansion and growth of Season-All has been rapid. One hundred additional workers will be needed this year totaling nine hundred employees in the Indiana location.

This firm makes aluminum storm windows, storm doors, and replacement windows in a variety of styles and colors. Glass is purchased from Pittsburgh Plate Glass Company. A special feature of the Season-All window is a thermal barrier that reduces conductivity. Products comply with government standards.

Orders are filled within eight days of a shipment request receipt. Products are sold to large distributors and dealers. Montgomery Wards, Sears, Roebuck and Company, and Busy Beaver are examples.

A truck fleet owned by Season-All delivers their products to twenty different states.

Season-All is a corporation listed on the American Stock Exchange and owned by the stockholders. The management organizational structure at the Indiana location is as follows:



Clerical and office workers are employed under each category.

Training, Other Qualifications, and Advancement:

All applicants are interviewed and their school record and attendance reviewed.

The Job Service of the Pennsylvania Bureau of Employment Security and walk-ins are the main source of applicants. Past job performance is checked.

There are no educational requirements for entry positions.

Once the applicant is hired, training is given as needed in the job setting. Aptitude and other appropriate tests are administered for workers who desire to move into more advanced and technical jobs.

Other employees assist in informal training periods.

Technical expertise is required for many job operations at Season-All. Machinists experience a formal apprentice period of four years. Making shapes from an aluminum extrusion press requires workers with unique experience and technical skills. Workers aspiring to work as managers need a degree in business management or practical experience related to specific jobs.

Chemists are employed to meet ecological requirements set by the Government Act for Clean Air Standards.

Advancement opportunity is possible for those who have patience and the desire to move up through the ranks of workers.

The mastery of more complex skills qualifies the employee for job advancement.

Employment Outlook:

According to Mr. Gault, Personnel Director, Season-All is continually searching for qualified workers. The future looks bright, especially with recent government emphasis placed on home insulation and energy conservation.

Plant expansion in Indiana will be limited due to high real estate costs and high employment. However, one hundred additional employees will be hired this year. Expansion in the Chicago, Illinois area is anticipated.

The majority of workers at Season-All live in Indiana County.

Earnings and Working Conditions:

Business at Season-All is cyclic with more demand for workers from early spring through December. Workers are laid off during winter months when the season is slack. There is no summer employment.

Wage scales cover nine labor grades. The worker starting July 1, 1977 will earn $3.77 per hour. After a thirty-day probation period the worker joins the union shop and continues on probation for an additional sixty days. At that time his hourly rate is raised to $4.07.

Other workers, such as maintenance personnel and machinists, may average $5.43 per hour. Ample opportunity for time and one-half pay exists for employees willing to work overtime.

A cost of living contract at Season-All has added ten cents per hour during 1977.

Entry pay for salaried clerical workers is $2.50 per hour. Management salaries average between $700.00 and $1,000.00 per month.

A complete package of fringe benefits including life insurance, disability benefits, hospitalization, and accident and sickness insurance is provided employees.

Employees taking course work related to work at Season-All are paid seventy-five percent of course fees. A passing grade is required.

Other Information of Interest to Indiana Area School District Students:

Scholarships are available to students who are members of families employed by Season-All.

Opportunity for advancement is excellent for the worker who has a positive attitude.

The good high school record and regular school attendance is important to the applicant.

Season-All is continuously searching for technical workers, skilled maintenance workers, machinists, foremen, quality control workers, and qualified personnel in sales and customer relations.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation
Occupational Information

Firm Visited and Persons Interviewed:

Shop 'N Save Supermarket of Indiana
2450 Route 422 West
Indiana, Pa. 15701

Mr. John Richter,
District Supervisor

Mrs. Patty Rankin,
Assistant Store Manager

Persons Making the Visit:

Miss Nancy Phillips, Counselor
Mr. Charles Stewart, Counselor
Mrs. Ruth Stacy, Supervisor of Guidance Services

Date of Visitation:

April 12, 1977

Firm Description and Nature of the Work:

The Shop 'N Save Supermarket of Indiana is a totally modern and attractive independent store with ample parking space. The present store is the result of growth and expansion of the "Handy Andy" store that began in Indiana thirteen years ago. Mr. John Richter, retail counselor, is presently overseeing the development of the store management. Charley Brothers owns the name Shop 'N Save but not the store. The area headquarters for Charley Brothers is located in Greensburg, Pa.

According to Mr. Richter, Shop 'N Save stores encourage a personal touch and a neighborhood orientation in their locations.

The three key people in the store management are the store supervisor, the grocery manager, and the assistant grocery manager. One of these individuals is always found in the store. The meat, produce, bakery, and delicatessen departments all have persons designated as a department head or manager. Hourly clerks are employed under each department head. A security receiver works in the back room and is responsible for receiving goods as well as for building security. Twenty to thirty cashiers work under a head cashier.

All departments are responsible for ordering, inventory control (profit and loss), training of personnel, and scheduling in their respective departments.

The store employs a head bookkeeper who cares for all financial data. The data is then forwarded to Charley Brothers.

The store supervisor is responsible for all departments and reports to the store owner or retail counselor.

Eighty-five workers, seventy percent female and thirty percent male, are currently employed at the Route 422 location.

Training, Other Qualifications, and Advancement:

Shop 'N Save hires handicapped and exceptional persons.

Applicants for full-time positions must have a high school diploma or a Grade Equivalency Diploma. Appropriate experience is preferred but not required. Each job has a written job description. Applications can be completed at the store or processed through the Job Service at the Bureau of Employment Security in Indiana.

On-the-job training in all positions is provided by experienced personnel.

A worker has opportunity to move up through the ranks. Managers set meetings and evaluate individual progress.

Seminars at various locations are sometimes held to provide additional training for personnel.

Persons working in the delicatessen and meat departments must pass a tuberculosis test and a physical examination. Other workers need to be physically fit to be constantly on their feet and perform job functions.

Employment Outlook:

Young people are needed in Shop 'N Save to replace many older persons in management who will soon be retired.

This firm hires part-time employees. The potential for growth in Indiana County is excellent.

Earnings and Working Conditions:

All store management and department heads are salaried except the delicatessen manager. Union personnel belong to Local 1407. There is no job bidding. Advancement for hourly workers is through union rules including seniority rules. Part-time workers begin at minimum wage. After thirty days they must join the union at a cost of $15.00. There is no cost of living contract clause.

First level management earns between $165.00 and $300.00 per week. Management workers are evaluated on a yearly basis.

Fringe benefits for salary and hourly workers include fully paid hospitalization, dental and vision care, paid holidays, bereavement days (three), birthday/holiday, and life insurance. Other fringe benefits depend upon the decision of the individual store owner. There is no pension plan.

There is no seasonal work.

Other Information of Interest to Indiana Area School District Students:

Workers are obtained from the Bureau of Employment Security and walk-ins.

Scholarships are not available at the present time.

A dress code includes a necktie requirement, no jeans, no sandals, and no short skirts.

Students with above average grades are desired.

A pleasant personality, neatness, dependability, and flexability are desired personality characteristics.

A sense of art and merchandising skills are an asset to this work setting.

Mr. Richter stated that he expects his workers to demonstrate respect for their employer.

Indiana Area School District
Indiana, Pa.

Summary of Indiana County Firm Visitation

Occupational Information

Firm Visitation and Person Interviewed:

Southwest Central Rural Electric Airport Road Indiana, Pa. 15701	Mr. Richard Orange, Manager

Persons Making the Visit:	Date of Visitation:
Mr. Bernard McQuown, Counselor Mr. Charles Stewart, Counselor Mrs. Ruth Stacy, Supervisor of Guidance Services	April 1, 1977

Firm Description and Nature of the Work:

Southwest Central Rural Electric is one of thirteen cooperatives in the Commonwealth of Pennsylvania. There is also one cooperative in the State of New Jersey. According to Mr. Orange, the Indiana firm was organized in 1936. From 1940 to 1974 their location was 21 North Fifth Street in Indiana. The new building situated close to Route 119 North in a country setting will have been occupied three years this summer. A tour of the one level firm reveals a unique flair for color selection and tasteful decor. The employees were involved in the selection of the soft pastel colors and warm hues and woods that are carefully combined with utilitarian features. Surrounding the building are ample parking spaces, carefully manicured grounds, and acreage for future expansion.

The firm is owned and operated by the people who use the service. A fee of $5.00 is charged for membership.

Electric cooperatives were originally established to improve service in rural areas. Today the cooperative does not refuse to service anyone not having electrical service from another source.

Southwest Central Rural Electric has an east-west service area extending between Elderton and Altoona and a north-south area that extends from north of Punxsutawney to the Johnstown area. Fifteen thousand customers or approximately seven customers to the mile are now served.

Members of Southwest Central Rural Electric read their own meters and receive a ten percent discount. Slow paying accounts are minimal.

Rates are regulated by the Southwest Rural Board of Directors, not by the Public Utility Commission. However, rates must be sanctioned by the Rural Electric Administration and by permit of the Federal Power Commission. Efforts are made to keep costs down.

The firm employs forty-seven workers, sixteen of which are office employees. Ten workers are also located at Ebensburg. Within the firm are eleven departments. The office manager, engineering department, supervisor of billing and computer center, line department including a line supervisor, three or four field persons, line crews, and stockroom personnel make up the major groups at Indiana.

Workers are seldom laid off nor shifted around. Vacancies are easily filled from applications on file at the firm.

Training, Other Qualifications and Advancement:

Southwest Rural Electric has regular safety training sessions. All employees are taught to be safety conscious.

Linemen may be hired from lineman schools or may be taught how to climb with a crew. On-the-job training is emphasized.

The State Association of Cooperatives conducts institutes at least once every six months. These institutes cover a wide variety of topics geared to management and nonmanagement employees. The Southwest Rural Electric location has an attractive room where these sessions and other meetings related to company business are conducted. Kitchen facilities are available. The National Association of Cooperatives provide the best talent to the local cooperative in conducting training sessions. The Indiana Cooperative has a seven year contract to conduct these institutes. The cooperative pays the employees' expenses when they attend.

A high school diploma is preferred. A college degree or equivalent is desired for some positions, such as an engineer.

When hiring, several people interview one applicant.

Workers advance through their own work category. For example, the apprentice advances each year by level and responsibility. The apprentice may be held in grade for two years as a safety precaution before energized line work is accomplished.

Independent consultant services are used to test for supervisory personnel. A battery of tests are administered and applicants interviewed.

Employment Outlook:

There is presently a backlog of applications. However, the company has gone from zero in 1937 to fifteen thousand customers. With four hundred housing starts anticipated in the Indiana area during the next decade and continued diversification of industry, Southwest Rural Electric will grow to about twenty-five thousand customers by 1992. The expansion will create a need for more employees. The modern building and spacious site offer the capacity for expansion. Depending on the union contract, summer workers may be hired in the future. Physical examinations may be needed for certain types of jobs in the future.

Earnings and Working Conditions:

Starting wages and salaries are comparable to other utility firms. Four dollars and eighty-seven cents per hour is the starting level wage.

Linemen must join the union after thirty work days at a cost of about $25.00. Outdoor employees are not expected to work in inclement weather. There is very little turnover of workers. The manager has about thirty years of service with the company.

Rural Electric provides twenty-four hour a day telephone answering service for their customers.

There is no cost of living clause in the union contract. Salaried and nonunion workers are treated equally according to Mr. Orange.

Fringe benefits to employees include hospitalization, ten holidays, sick leave, a very comprehensive disability program, and vacation days increasing with years of employment.

Other Information of Interest to Indiana Area School District Students:

Southwest Central Rural Electric had a first experience in 1977 with an Indiana Area School District work-study student under the supervision of Mrs. McCoy.

Workers with this firm are assured of individual attention, work and few layoffs.

Applicants are interviewed before they are hired.

Workers are obtained from Indiana County.

Scholarships are not given.

See the Indiana Area School District counselors for further information.

APPENDIX

COMMONWEALTH OF PENNSYLVANIA
OA-315A/SCSC-2019 REV. 71-06

PERFORMANCE EVALUATION REPORT

TYPE REPORT

EMPLOYE	AGENCY	SOCIAL SECURITY NUMBER

CLASS TITLE	POSITION NUMBER AGCY	BUR	CLASS	SERIAL

SALARY	RANGE	STEP	EVALUATION PERIOD	PRESENT STATUS

LOCATION	ANNIVERSARY DATE	DATE REG. STATUS STARTS

GENERAL PERFORMANCE FACTORS – All employes should be evaluated on the first six factors.	EXCELLENT	VERY GOOD	GOOD	FAIR	UNSATIS-FACTORY
1. QUALITY OF WORK – Completeness; accuracy; neatness; professional or technical proficiency.					
2. WORK HABITS – Planning and organization of work; care of equipment and supplies					
3. RELATIONSHIP WITH PEOPLE – Ability to get along with others. Effectiveness in dealing with the public.					
4. DEPENDABILITY – Degree to which employe can be relied upon to work steadily and effectively; punctuality; regularity of attendance.					
5. QUANTITY OF WORK – Amount of work performed.					
6. INITIATIVE – Resourcefulness; versatility; originality; ability to conceive and carry out program improvements.					
7. ANALYTICAL ABILITY – Thoroughness and accuracy of analysis of data, facts, laws, rules and procedures.					
8. ABILITY AS SUPERVISOR – Proficiency in training employes. In planning, organizing, laying out work for work unit. Activity in promoting cost reduction leadership.					
9. ADMINISTRATIVE ABILITY – Promptness of action; soundness of decision; application of good management principles.					
10. SAFETY – Application of accident prevention techniques and unit's safety record.					
SPECIAL PERFORMANCE FACTORS – List below. Define and rate employe on any appropriate factors not listed above.					
OVERALL EVALUATION					

COMMENTS (CONTINUE ON ADDITIONAL SHEETS OF 8½ X 11 WHITE PAPER.)

EVALUATOR SIGNATURE (EMPLOYE'S IMMEDIATE SUPERVISOR)	TITLE	DATE
REVIEWING OFFICER SIGNATURE (EVALUATOR'S IMMEDIATE SUPV.)	TITLE	DATE
I WOULD LIKE TO DISCUSS THIS REPORT WITH THE REVIEWING OFFICER: ☐ YES ☐ NO	AS REQUESTED, REVIEWING OFFICER DISCUSSED REPORT. REVIEWING OFFICER SIGNATURE	DATE

I ACKNOWLEDGE THAT I HAVE READ THIS REPORT AND THAT I HAVE BEEN GIVEN AN OPPORTUNITY TO DISCUSS IT WITH THE EVALUATOR. MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AGREE WITH THE REPORT.

EMPLOYE SIGNATURE

DATE

1. EMPLOYE